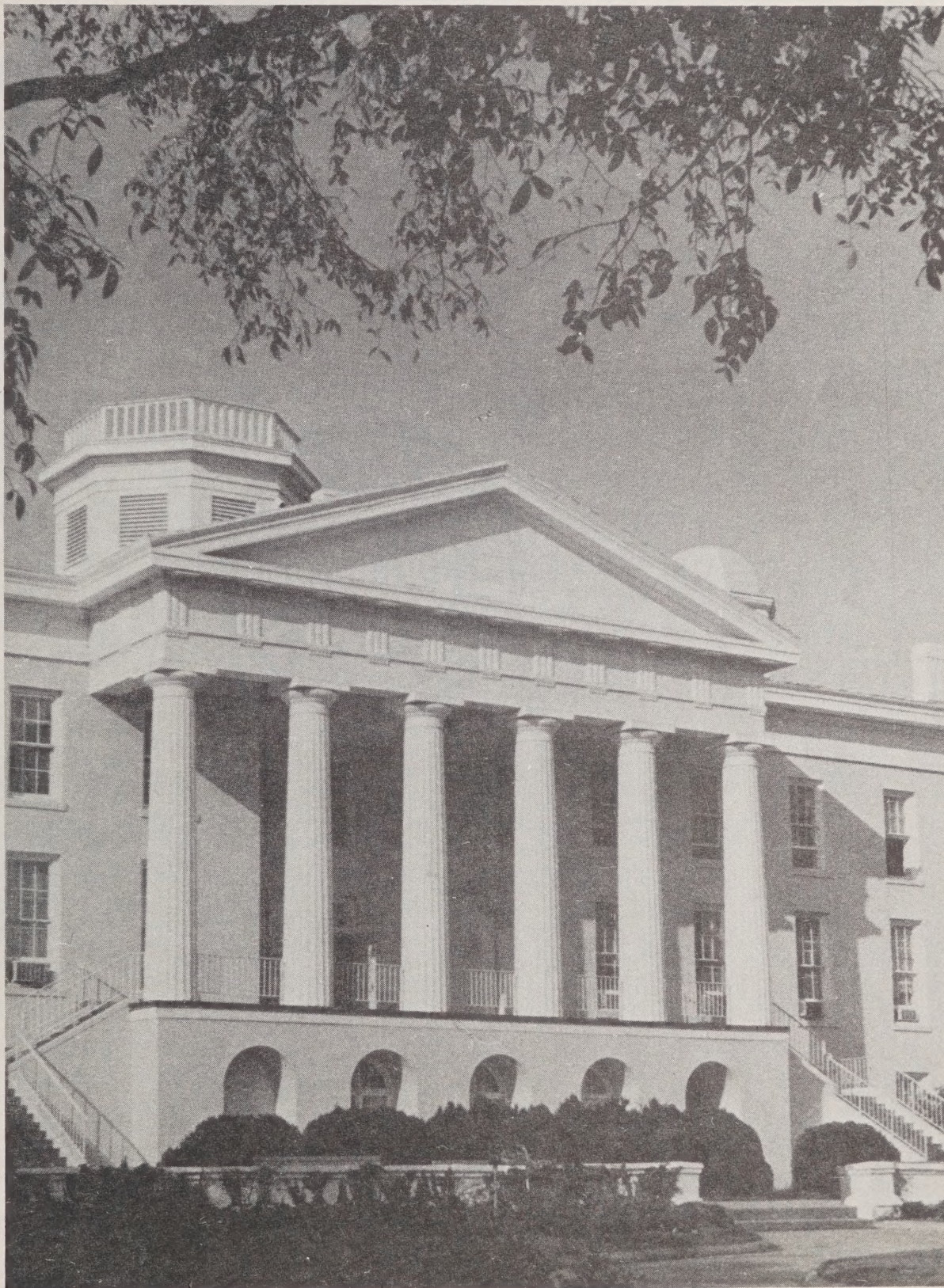


# MITCHELL COMMUNITY COLLEGE



PART I  
GENERAL CATALOG  
1979 — 80





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Mitchell Community College shall continue to offer equal employment opportunities to its existing personnel and applicants for employment, and equal educational programs and instructional opportunities to students without regard to race, color, religion, sex, age, handicap, or national origin.

# Mitchell Community College



ACCREDITED BY  
SOUTHERN ASSOCIATION OF COLLEGES AND SCHOOLS

STATESVILLE, N. C.  
28677



- 1852 — Chartered by Concord Presbytery
- 1856 — Began operations as Concord Female Seminary
- 1932 — Became coeducational
- 1959 — Became private independent junior college
- 1973 — Became public community college

SERVING IREDELL COUNTY & NORTH CAROLINA  
FOR OVER ONE HUNDRED & TWENTY-TWO YEARS

Mitchell Community College issues this catalog for the purpose of furnishing prospective students and other interested persons with information about the institution and its programs. Announcements contained herein are subject to change without notice and may not be regarded in the nature of binding obligations on the college or the state. Efforts will be made to keep changes to a minimum, but changes in policy by the State Board of Education, the Department of Community Colleges, or by local conditions may make some alterations in curriculums, fees, etc., necessary. The college disclaims any liability of any kind by virtue of changes in any of the information contained in this catalog.



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## ACADEMIC CALENDAR FOR 1978 - 1979

### WINTER QUARTER 1978-79

|          |    |           |  |                                     |
|----------|----|-----------|--|-------------------------------------|
| November | 28 | Tuesday   | 9:00 a.m.-3:00 p.m.<br>6:00 p.m.-8:00 p.m. | Registration                        |
|          | 29 | Wednesday | 8:00 a.m.                                  | Classes begin                       |
| December | 5  | Tuesday   | 4:00 p.m.                                  | Last day to register or add classes |
|          | 19 | Tuesday   | 11:00 p.m.                                 | Holidays begin                      |
| January  | 3  | Wednesday | 8:00 a.m.                                  | Classes resume                      |
|          | 19 | Friday    |  | Midterm                             |
|          | 23 | Tuesday   | 4:00 p.m.                                  | Last day to drop                    |
| February | 5  | Monday    | 9:00 a.m.-4:00 p.m.<br>6:00 p.m.-8:00 p.m. | Pre-registration                    |
|          | 27 | Tuesday   | 10:00 p.m.                                 | Winter Quarter Ends                 |
|          | 28 | Wednesday | 4:00 p.m.                                  | Faculty records day                 |

### SPRING QUARTER 1979

|       |    |           |  |                                     |
|-------|----|-----------|--|-------------------------------------|
| March | 7  | Wednesday | 9:00 a.m.-3:00 p.m.<br>6:00 p.m.-8:00 p.m. | Registration                        |
|       | 8  | Thursday  | 8:00 a.m.                                  | Classes begin                       |
|       | 14 | Wednesday | 4:00 p.m.                                  | Last day to register or add classes |
| April | 12 | Thursday  | 5:00 p.m.                                  | Holidays begin                      |
|       | 19 | Thursday  | 8:00 a.m.                                  | Classes resume                      |
|       | 20 | Friday    |  | Midterm                             |
|       | 24 | Tuesday   | 4:00 p.m.                                  | Last day to drop                    |
| May   | 7  | Monday    | 9:00 a.m.-4:00 p.m.<br>6:00 p.m.-8:00 p.m. | Pre-registration                    |
|       | 29 | Tuesday   | 10:00 p.m.                                 | Spring Quarter ends                 |
|       | 30 | Wednesday | 4:00 p.m.                                  | Faculty records day                 |
|       | 31 | Thursday  | 8:00 p.m.                                  | Graduation                          |

### SUMMER QUARTER 1979

|        |     |             |  |                                     |
|--------|-----|-------------|--|-------------------------------------|
| June   | 4   | Monday      | 9:00 a.m.-3:00 p.m.<br>6:00 p.m.-8:00 p.m. | Registration                        |
|        | 5   | Tuesday     | 8:00 a.m.                                  | Classes begin                       |
|        | 11  | Monday      | 4:00 p.m.                                  | Last day to register or add classes |
| July   | 3   | Tuesday     | 11:00 p.m.                                 | Holidays begin                      |
|        | 9   | Monday      | 8:00 a.m.                                  | Classes resume                      |
|        | 17  | Tuesday     |  | Midterm                             |
|        | 19  | Thursday    | 4:00 p.m.                                  | Last day to drop                    |
| August | 6,7 | Mon.-Tues.  | 1:00 p.m.-4:00 p.m.<br>6:00 p.m.-8:00 p.m. | Pre-registration                    |
|        | 8,9 | Wed.-Thurs. | 1:00 p.m.-4:00 p.m.                        | Pre-registration                    |
|        | 23  | Thursday    | 10:00 p.m.                                 | Summer Quarter ends                 |
|        | 24  | Friday      | 12:00 noon                                 | Faculty records day                 |
|        | 24  | Friday      | 8:00 p.m.                                  | Graduation                          |

### FIRST SUMMER SESSION 1979

|      |    |           |  |                                     |
|------|----|-----------|--|-------------------------------------|
| June | 4  | Monday    | 9:00 a.m.-3:00 p.m.<br>6:00 p.m.-8:00 p.m. | Registration                        |
|      | 5  | Tuesday   | 8:00 a.m.                                  | Classes begin                       |
|      | 6  | Wednesday | 4:00 p.m.                                  | Last day to register or add classes |
|      | 22 | Friday    |  | Midterm                             |
|      | 25 | Monday    | 4:00 p.m.                                  | Last day to drop                    |
| July | 3  | Tuesday   | 11:00 p.m.                                 | Holidays begin                      |
|      | 9  | Monday    | 8:00 a.m.                                  | Classes resume                      |
|      | 16 | Monday    | 5:00 p.m.                                  | First session ends                  |
|      | 17 | Tuesday   | 12:00 noon                                 | Faculty records day                 |



SECOND SUMMER SESSION 1979

|        |     |             |                      |                                     |
|--------|-----|-------------|----------------------|-------------------------------------|
| July   | 17  | Tuesday     | 9:00 a.m.-12:00 noon | Registration                        |
|        | 18  | Wednesday   | 8:00 a.m.            | Classes begin                       |
|        | 20  | Friday      | 4:00 p.m.            | Last day to register or add classes |
| August | 6,7 | Mon.-Tues.  | 1:00 p.m.-4:00 p.m.  | Pre-registration                    |
|        |     |             | 6:00 p.m.-8:00 p.m.  |                                     |
|        | 6   | Monday      |                      | Midterm                             |
|        | 8   | Wednesday   | 4:00 p.m.            | Last day to drop                    |
|        | 8,9 | Wed.-Thurs. | 1:00 p.m.-4:00 p.m.  | Pre-registration                    |
|        | 23  | Thursday    | 10:00 p.m.           | Second session ends                 |
|        | 24  | Friday      | 12:00 noon           | Faculty records day                 |
|        | 24  | Friday      | 8:00 p.m.            | Graduation                          |
|        |     |             |                      |                                     |
|        |     |             |                      |                                     |

PROPOSED ACADEMIC CALENDAR FOR 1979 - 1980

FALL QUARTER 1979

|           |    |           |                      |                                     |
|-----------|----|-----------|----------------------|-------------------------------------|
| August    | 29 | Wednesday | 9:00 a.m.-4:00 p.m.  | Faculty Workshop                    |
|           |    |           | 1:30 p.m.            | Student Orientation                 |
|           | 30 | Thursday  | 9:00 a.m.-3:00 p.m.  | Registration                        |
| September |    |           | 6:00 p.m.-8:00 p.m.  |                                     |
|           | 31 | Friday    | 9:00 a.m.-12:30 p.m. | Faculty Workshop                    |
|           | 4  | Tuesday   | 9:00 a.m.-3:00 p.m.  | Registration                        |
|           |    |           | 6:00 p.m.-8:00 p.m.  |                                     |
|           | 5  | Wednesday | 8:00 a.m.            | Classes begin                       |
| October   | 11 | Tuesday   | 4:00 p.m.            | Last day to register or add classes |
|           | 12 | Friday    |                      | Midterm                             |
|           | 16 | Tuesday   | 4:00 p.m.            | Last day to drop                    |
| November  | 5  | Monday    | 9:00 a.m.-4:00 p.m.  | Pre-registration                    |
|           |    |           | 6:00 p.m.-8:00 p.m.  |                                     |
|           | 20 | Tuesday   | 10:00 p.m.           | Fall Quarter ends                   |
|           | 21 | Wednesday | 4:00 p.m.            | Faculty records day                 |

WINTER QUARTER 1979-80

|          |    |           |                     |                                     |
|----------|----|-----------|---------------------|-------------------------------------|
| November | 27 | Tuesday   | 9:00 a.m.-3:00 p.m. | Registration                        |
|          |    |           | 6:00 p.m.-8:00 p.m. |                                     |
| December | 28 | Wednesday | 8:00 a.m.           | Classes begin                       |
|          | 4  | Tuesday   | 4:00 p.m.           | Last day to register or add classes |
|          | 18 | Tuesday   | 11:00 p.m.          | Holidays begin                      |
| January  | 2  | Wednesday | 8:00 a.m.           | Classes resume                      |
|          | 18 | Friday    |                     | Midterm                             |
|          | 22 | Tuesday   | 4:00 p.m.           | Last day to drop                    |
| February | 4  | Monday    | 9:00 a.m.-4:00 p.m. | Pre-registration                    |
|          |    |           | 6:00 p.m.-8:00 p.m. |                                     |
|          | 26 | Tuesday   | 10:00 p.m.          | Winter Quarter ends                 |
|          | 27 | Wednesday | 4:00 p.m.           | Faculty records day                 |

SPRING QUARTER 1980

|       |    |           |                     |                                     |
|-------|----|-----------|---------------------|-------------------------------------|
| March | 5  | Wednesday | 9:00 a.m.-3:00 p.m. | Registration                        |
|       |    |           | 6:00 p.m.-8:00 p.m. |                                     |
| April | 6  | Thursday  | 8:00 a.m.           | Classes begin                       |
|       | 12 | Wednesday | 4:00 p.m.           | Last day to register or add classes |
|       | 3  | Thursday  | 5:00 p.m.           | Holidays begin                      |
|       | 10 | Thursday  | 8:00 a.m.           | Classes resume                      |
|       | 18 | Friday    |                     | Midterm                             |
|       | 22 | Tuesday   | 4:00 p.m.           | Last day to drop                    |
| May   | 5  | Monday    | 9:00 a.m.-4:00 p.m. | Pre-registration                    |
|       |    |           | 6:00 p.m.-8:00 p.m. |                                     |
|       | 27 | Tuesday   | 10:00 p.m.          | Spring Quarter ends                 |
|       | 28 | Wednesday | 4:00 p.m.           | Faculty records day                 |
|       | 29 | Thursday  | 8:00 p.m.           | Graduation                          |



SUMMER QUARTER 1980

|        |     |             |  |                                     |
|--------|-----|-------------|--|-------------------------------------|
| June   | 3   | Tuesday     | 9:00 a.m.-3:00 p.m.<br>6:00 p.m.-8:00 p.m. | Registration                        |
|        | 4   | Wednesday   | 8:00 a.m.                                  | Classes begin                       |
|        | 10  | Tuesday     | 4:00 p.m.                                  | Last day to register or add classes |
| July   | 2   | Wednesday   | 11:00 p.m.                                 | Holidays begin                      |
|        | 7   | Monday      | 8:00 a.m.                                  | Classes resume                      |
|        | 15  | Tuesday     |  | Midterm                             |
|        | 17  | Thursday    | 4:00 p.m.                                  | Last day to drop                    |
| August | 4,5 | Mon.-Tues.  | 1:00 p.m.-4:00 p.m.<br>6:00 p.m.-8:00 p.m. | Pre-registration                    |
|        | 6,7 | Wed.-Thurs. | 1:00 p.m.-4:00 p.m.                        | Pre-registration                    |
|        | 21  | Thursday    | 10:00 p.m.                                 | Summer Quarter ends                 |
|        | 22  | Friday      | 12:00 noon                                 | Faculty records day                 |
|        | 22  | Friday      | 8:00 p.m.                                  | Graduation                          |

FIRST SUMMER SESSION

|      |    |           |  |                                     |
|------|----|-----------|--|-------------------------------------|
| June | 3  | Tuesday   | 9:00 a.m.-3:00 p.m.<br>6:00 p.m.-8:00 p.m. | Registration                        |
|      | 4  | Wednesday | 8:00 a.m.                                  | Classes begin                       |
|      | 5  | Thursday  | 4:00 p.m.                                  | Last day to register or add classes |
|      | 23 | Monday    |  | Midterm                             |
|      | 25 | Wednesday | 4:00 p.m.                                  | Last day to drop                    |
| July | 2  | Wednesday | 11:00 p.m.                                 | Holidays begin                      |
|      | 9  | Wednesday | 8:00 a.m.                                  | Classes resume                      |
|      | 14 | Monday    | 5:00 p.m.                                  | First session ends                  |
|      | 15 | Tuesday   | 12:00 noon                                 | Faculty records day                 |

SECOND SUMMER SESSION 1980

|        |     |             |  |                                     |
|--------|-----|-------------|--|-------------------------------------|
| July   | 15  | Tuesday     | 9:00 a.m.-12:00 noon                       | Registration                        |
|        | 16  | Wednesday   | 8:00 a.m.                                  | Classes begin                       |
|        | 17  | Thursday    | 4:00 p.m.                                  | Last day to register or add classes |
| August | 4,5 | Mon.-Tues.  | 1:00 p.m.-4:00 p.m.<br>6:00 p.m.-8:00 p.m. | Pre-registration                    |
|        | 6,7 | Wed.-Thurs. | 1:00 p.m.-4:00 p.m.                        | Pre-registration                    |
|        | 4   | Monday      |  | Midterm                             |
|        | 6   | Wednesday   | 4:00 p.m.                                  | Last day to drop                    |
|        | 21  | Thursday    | 10:00 p.m.                                 | Second session ends                 |
|        | 22  | Friday      | 12:00 noon                                 | Faculty records day                 |
|        | 22  | Friday      | 8:00 p.m.                                  | Graduation                          |

PROPOSED ACADEMIC CALENDAR FOR 1980 - 1981

FALL QUARTER 1980

|           |     |            |  |                                     |
|-----------|-----|------------|--|-------------------------------------|
| September | 2-5 | Tues.-Fri. | 9:00 a.m.-4:00 p.m.                        | Faculty Workshop                    |
|           | 3   | Wednesday  | 1:30 p.m.                                  | Student Orientation                 |
|           | 8,9 | Mon.-Tues. | 9:00 a.m.-3:00 p.m.<br>6:00 p.m.-8:00 p.m. | Registration                        |
|           | 10  | Wednesday  | 8:00 a.m.                                  | Classes begin                       |
|           | 16  | Tuesday    | 4:00 p.m.                                  | Last day to register or add classes |
| October   | 17  | Friday     |  | Midterm                             |
|           | 21  | Tuesday    | 4:00 p.m.                                  | Last day to drop                    |
| November  | 3   | Monday     | 9:00 a.m.-4:00 p.m.<br>6:00 p.m.-8:00 p.m. | Pre-registration                    |
|           | 25  | Tuesday    | 10:00 p.m.                                 | Fall Quarter ends                   |
|           | 26  | Wednesday  | 4:00 p.m.                                  | Faculty records day                 |



WINTER QUARTER 1980-81

|          |    |           |  |                                     |
|----------|----|-----------|--|-------------------------------------|
| December | 2  | Tuesday   | 9:00 a.m.-3:00 p.m.<br>6:00 p.m.-8:00 p.m. | Registration                        |
|          | 3  | Wednesday | 8:00 a.m.                                  | Classes begin                       |
|          | 9  | Tuesday   | 4:00 p.m.                                  | Last day to register or add classes |
|          | 19 | Friday    | 5:00 p.m.                                  | Holidays begin                      |
| January  | 5  | Monday    | 8:00 a.m.                                  | Classes resume                      |
|          | 23 | Friday    |  | Midterm                             |
|          | 27 | Tuesday   | 4:00 p.m.                                  | Last day to drop                    |
| February | 9  | Monday    | 9:00 a.m.-4:00 p.m.<br>6:00 p.m.-8:00 p.m. | Pre-registration                    |
| March    | 3  | Tuesday   | 10:00 p.m.                                 | Winter Quarter ends                 |
|          | 4  | Wednesday | 4:00 p.m.                                  | Faculty records day                 |

SPRING QUARTER

|       |    |           |  |                                     |
|-------|----|-----------|--|-------------------------------------|
| March | 11 | Wednesday | 9:00 a.m.-3:00 p.m.<br>6:00 p.m.-8:00 p.m. | Registration                        |
|       | 12 | Thursday  | 8:00 a.m.                                  | Classes begin                       |
|       | 18 | Wednesday | 4:00 p.m.                                  | Last day to register or add classes |
| April | 16 | Thursday  | 5:00 p.m.                                  | Holidays begin                      |
|       | 23 | Thursday  | 8:00 a.m.                                  | Classes resume                      |
|       | 24 | Friday    |  | Midterm                             |
|       | 28 | Tuesday   | 4:00 p.m.                                  | Last day to drop                    |
| May   | 11 | Monday    | 9:00 a.m.-4:00 p.m.<br>6:00 p.m.-8:00 p.m. | Pre-registration                    |
| June  | 2  | Tuesday   | 10:00 p.m.                                 | Spring Quarter ends                 |
|       | 3  | Wednesday | 4:00 p.m.                                  | Faculty records day                 |
|       | 4  | Thursday  | 8:00 p.m.                                  | Graduation                          |



## GENERAL INFORMATION

### EQUAL OPPORTUNITY POLICY STATEMENT

Mitchell Community College shall continue to offer equal employment opportunities to its existing personnel and applicants for employment without regard to race, color, religion, sex, age, handicap, or national origin. The "Open Door" philosophy extends equal educational programs and instructional opportunities to the college's service area. Ongoing compliance with Federal and State regulations shall be performed, with specific regard to:

- (A) Titles VI and VII, Civil Rights Act of 1964 (as amended)
- (B) Executive Order No. 11246 (as amended)
- (C) Equal Pay Act of 1964
- (D) Title IX, Educational Amendments of 1972
- (E) The Rehabilitation Act of 1973

### LOCATION

Mitchell Community College is located in Piedmont North Carolina, downtown Statesville, in the foothills of the Blue Ridge Mountains. Interstate Highways 40 and 77 intersect on the outskirts of the city. Statesville is situated approximately 50 miles north of Charlotte, and 50 miles southwest of Winston-Salem. The population of Statesville and Iredell County is approximately 80,900.

### HISTORY

Mitchell Community College began operations as such on July 1, 1973. It merged a rich historical past, steeped in tradition and culture, with a vibrant and relevant present when Mitchell College joined with 56 sister institutions in the state to become a community college.

Mitchell College enrolled its first students in 1856. Concord Presbytery had authorized its establishment as early as 1852; and with the exception of one period, it remained under the control of Concord Presbytery until 1959, when it became an independent community college.

The Main Building, constructed in 1856, is a stuccoed brick structure of three stories, ornamented by a lofty portico with six massive columns. In 1907 Shearer Hall was added to the Main Building. The first floor contains an auditorium and is equipped with a pipe organ and a concert grand piano.

The Student Union is the college social center and contains a T.V. room, recreational facilities, the book store, and food service facilities. This building was constructed in 1963.

The Mitchell Community College Learning Resources Center was opened in 1967. It houses the library, audio-visual center, Rotary Auditorium which seats 149, and a reading laboratory.

The Vocational Building was occupied Spring Quarter 1977. The beautiful new structure houses five vocational labs, technical and vocational classrooms, technical labs and general instruction classrooms. The architecture of the building was carefully matched with the library which is located directly across the street.

The Continuing Educational Center is housed in the old court house building, on the corner of Center and Court Streets. The administrative offices and some classes are housed on this site with many classes located throughout Iredell County. Some of the locations are as follows: Statesville High School, South Iredell High School, Mooresville Junior High School, North Iredell High School, Statesville Recreation Center and many industrial sites throughout the county.

The college became coeducational in 1932, and in 1955 was admitted to membership in the Southern Association of Colleges and Schools. The excellence of the college transfer program has been retained. The addition of occupational programs, community service, and adult education to the existing programs has made Mitchell a comprehensive community college. It will continue to fill the needs of a growing number of students.

### PURPOSE

Mitchell Community College operates as a comprehensive community college and seeks to be of optimum educational and cultural service to the people within its geographical area. Concerned with the community as a whole and persons sixteen years of age and older with special needs, Mitchell commits its resources to the following purposes: (1) to provide the first two years of academic courses leading to baccalaureate and professional degrees; (2) to meet the pre-service and in-service manpower training needs for industry, business, government, and service occupations that require up to and including the associate degree; (3) to serve the adult population with basic education and salable skills; and (4) to enhance personal fulfillment, responsible citizenship, and standards of living through general and continuing education.



## **MEMBERSHIPS AND APPROVALS**

Mitchell Community College is a member of:

American Association of Community and Junior Colleges, North Carolina Department of Community Colleges, Southern Association of Colleges and Schools, National Association of Student Financial Aid Administrators.

Mitchell Community College is recognized and approved by:

North Carolina State Board of Education, North Carolina Department of Community Colleges, North Carolina Department of Public Instruction, Division of Vocational Rehabilitation, Southern Association of Colleges and Schools

## **VETERANS**

Persons enrolled at Mitchell Community College will be eligible to receive Veterans Administration benefits if they qualify.

## **ADMISSIONS, EXPENSES, VETERANS INFORMATION AND FINANCIAL AID**

### **ADMISSION REQUIREMENTS**

Mitchell Community College subscribes to the "Open Door" policy as set by the North Carolina Department of Community Colleges. The college will admit all applicants who are 18 years old or older to some appropriate program. The college serves all students without regard to race, color, sex, religion, age, handicap, creed, or national origin.

In general, a high school diploma or GED is required for all post-secondary programs. Students without these prerequisites are admitted into vocational programs as a result of placement tests or counseling when the students demonstrate the necessary skills for success in the programs. Each program is open to students who qualify.

### **ADMISSION PROCEDURE**

Persons wishing to apply for a curriculum program at Mitchell Community College should contact the Office of Admissions for necessary forms, testing dates, and interview appointments. Additional procedures will be forwarded along with the applications to the applicant. The following are generally required for all curriculum programs:

1. Application (includes medical and residency status information)
2. High School and College (if transfer student) transcripts
3. Placement Tests
4. Interview

### **SPECIAL CREDIT STUDENTS**

Those persons not enrolled in a degree or diploma program must complete an application.

### **ADMISSION TO GENERAL ADULT EDUCATION PROGRAM**

Any person who is 18 years old or a high school graduate is eligible to enter a General Adult Education Program. Further information is available in the Continuing Education section of this catalog or from the Dean of Continuing Education.

### **PROVISIONAL ADMISSION**

A student applying too late to complete pre-entrance requirements may be admitted as a provisional student. In such a case, all requirements must be completed within the first quarter of attendance.

### **SPECIAL ADMISSION**

Students not meeting the admissions requirements outlined may, in some cases, be admitted on an individual basis. A decision on each case is made by the department chairman concerned. Special admission will be granted if there is good and sufficient reason and may be withdrawn at any time.

### **VISITING STUDENTS**

A person who has been accepted by or is enrolled at another institution may be admitted as a visiting student. An application along with a statement from the dean of the student's own college must be filed in the Admissions Office. Visiting students may take approved courses for transfer credit.



## TRANSFER APPLICANTS

Transfer students may enter Mitchell Community College upon meeting requirements as outlined above. Transcripts of all previous college work must be submitted. Credit will be allowed whenever possible.

## TRANSFER OF CREDITS

Educational work taken at a regionally accredited institution in which a grade of "C" or better was earned and a comparable course is offered at Mitchell Community College may be accepted in transfer if appropriate to the student's program of study.

Work at institutions which are not regionally accredited is evaluated on the basis of the current issue of Report of Credits Given by Educational Institutions published by the AACRAO and similar publications. Credit toward technical and vocational programs may be accepted from other agencies at the discretion of the college. Transfer work over ten years old must be validated by examination.

Final acceptance or rejection of transfer credits lies with the college.

## COLLEGE LEVEL EXAMINATION PROGRAM

Credit may be allowed for up to 30 quarter hours of college work based on appropriate scores on the CLEP General Examination where appropriate to the student's program of study.

## SERVICE EXPERIENCE

Veterans may receive credit for USAFI courses and for service school training where appropriate to the student's program and where a comparable course is offered by the college. USAFI courses are evaluated on the basis of the catalog of the USAFI. Service School Training is evaluated on the basis of A Guide to the Evaluation of Educational Experiences in the Armed Services, published by the American Council on Education. Credit, not to exceed three quarter hours, is allowed for physical education to veterans upon presentation of discharge or separation papers appropriate to the veteran's course of study. Final acceptance or rejection of the credit lies with the college.

## U S ARMY RESERVE OFFICERS TRAINING PROGRAM

Mitchell Community College has a cooperative program with Davidson College under which Mitchell students may enroll in the U. S. Army Reserve Officers Training Program (ROTC). Both men and women are eligible for this program and must travel to either the Davidson College campus or to the Charlotte Army Reserve Center to take instruction and training.

Under this arrangement, students planning to enter a four-year degree granting institution may fulfill the requirements for the Basic Course of ROTC (Freshman and Sophomore years) while at Mitchell. In the Advanced Course of ROTC (Junior and Senior years), students enter in a contractual agreement with the Army and may receive up to \$1,000 per year.

Detailed information on this program is available in the Registrar's Office and from the Department of Military Science, Davidson College, Davidson, N. C. 28036.

## EXPENSES

Mitchell Community College operates on the quarter system. Students are required to pay all charges at the time of registration. Tuition charges are set by the State Board of Education and are subject to change without notice.

### Tuition Per Quarter:

All programs 12 hours or more — \$39.00 per quarter. Less than 12 hours — \$3.25 per quarter hour.  
Out-of-State Students: (all programs) \$198.00 per quarter. Less than 12 hours — \$16.50 per quarter hour.

### Student Fees:

All full-time students (12 quarter hours or more) and students carrying 8 or more quarter hours — \$9.00 per quarter. Part-time students carrying less than 8 hours — optional.  
Participation in S.G.A. activities (including student voting) is open only to students who pay the student fee.

Persons over 65 are exempt from tuition fees.



### **PAYMENT OF FEES**

1. Tuition and fees for each quarter are payable on or before the date of registration. Any student who is unable to make payment at that time must make a special arrangement with the Financial Aid Office.
2. A student is not eligible for re-registration who has an outstanding balance due to the college. This includes any outstanding balance at another institution of the Community College system, if known.
3. No student will be allowed to graduate, receive a diploma or certificate, or a transcript of his record, nor will any information concerning his record be forwarded to any other institution or other person so long as the delinquent account is outstanding.
4. Students failing to complete the registration procedure, which includes payment to the Business Office, during the designated registration period as printed in the catalog will be required to pay a \$5.00 late registration fee.

### **REFUNDS**

Tuition refunds for students shall not be made unless the student is, in the judgment of the institution, compelled to withdraw for unavoidable reasons. In such cases, two-thirds (2/3) of the student's tuition may be refunded if the student withdraws within ten (10) calendar days after the first day of classes as published in the school calendar. Tuition refunds will not be considered for tuition of five dollars (\$5.00) or less, except if a course or curriculum fails to materialize, all the student's tuition shall be refunded.

### **SPECIAL FEES**

Because of the nature of some programs, additional supplies, materials, tools, etc., may be required for purchase by the student.

### **AUDIT FEE**

Tuition for auditing classes must be paid except in case of full time students who may audit with no additional charge.

### **CREDIT BY EXAMINATION**

Tuition must be paid for credit by examination except in case of full-time students for whom there would be no additional charge.

### **INSURANCE**

Student insurance is recommended for every student enrolled in a curriculum requiring shops, labs, or field work. For students enrolled in other programs, school insurance may be available.

### **TEXTBOOKS AND SUPPLIES**

Students must purchase textbooks and other necessary supplies. For their convenience, the college maintains a bookstore in which these items may be purchased. The cost of these items varies according to the program of study taken by the student.

### **TRANSCRIPT FEE**

No transcript is released without the written permission of the student. One official transcript will be prepared without charge. Additional transcripts will be prepared at a cost of \$1.00 per copy.

### **VETERANS INFORMATION**

The maximum period of entitlement has increased from 36 to 45 months. The additional 9 months is not limited to pursuit of a standard undergraduate college degree. All benefits must be used within 10 years from the date of discharge from active duty.

Public Law 94-502 increased the amount a veteran or eligible person may borrow not to exceed \$292.00 multiplied by the months of remaining entitlement at the beginning of the academic year or other period to which the loan is to apply. The loan amount may not exceed \$1,500 in any one regular academic year.



All veterans are prohibited from receiving VA payment of educational benefits for auditing a course or for a course which is not used in computing graduation requirements, including any course from which the student withdraws, unless there is a finding of mitigating circumstances causing withdrawal.

No school may have authority to negotiate VA Educational Benefits Checks or direct or indirect access to the proceeds of such checks through devices such as post office box addresses or sales offices of the school which serve as students' mailing address, or bank accounts jointly held with payees to which benefit checks are mailed. All educational benefit checks must be negotiated by the veteran or eligible person.

**85 to 15% Ratio Requirements . . .** Effective December 1, 1976. The enrollment of an eligible veteran (not already enrolled) may not be approved in any course for a period which more than 85% of the students (veterans) enrolled are having all or part of their tuition, fees, or other charges paid to or for them by the Veterans Administration. Specially excepted from computing 85 to 15% Ratio are special assistance payments for the educationally disadvantaged, Farm Co-operative Courses, and courses offered under contract with the Department of Defense. Once a student is properly enrolled in a course which meets the 85 to 15% requirement, benefits may not be terminated because the 85 to 15% requirement is subsequently not met, as long as the student's enrollment remains continuous. A veteran student enrolled at Mitchell need not attend summer sessions in order to maintain continuous enrollment. An enrollment may also be considered continuous if a "break" in enrollment is wholly due to circumstances beyond the student's control, such as illness.

**Standard of Progress . . .** All veteran students must meet the requirements for academic progress as set forth in the student handbook. If a veteran is placed on academic probation for a quarter, his grade point average must improve the following quarter so that the overall grade average required for graduation will be attained without an undue extension of training. If the average is not being raised enough to allow graduation when the required number of credits have been completed, progress cannot be considered satisfactory. If all veterans meet the standard of progress as set forth in the student handbook, there should be no problems from the Veterans Administration.

Vocational Veterans must turn in their time sheets to the Veteran's Secretary once a month. Delay in turning in time sheets may hold up checks.

**Mitigating Circumstances . . .** Circumstances which directly hinder any eligible veteran's pursuit of a course and which are judged to be out of the student's control. Illness, death in the immediate family, financial obligations which require a change in terms, hours, or place of employment which precludes pursuit of a course, discontinuance of a course by a school or active duty military service, including active duty for training. Withdrawal from a course or receipt of a nonpunitive grade upon completion of a course due to unsatisfactory work may be considered to be under mitigating circumstances if the student can demonstrate good faith pursuit of the course up to the point of withdrawal or completion and the student submits evidence that he or she applied for tutorial aid, consulted a Veteran's Administration Counselor, or consulted a school academic counselor or advisor regarding an attempt to remedy the unsatisfactory work before withdrawal or completion.

All veterans must inform the Veterans Affairs Office of all academic drops of courses which change their status as full-time,  $\frac{3}{4}$  time, or  $\frac{1}{2}$  time. If the reason for dropping in credits is not due to mitigating circumstances the VA will go back to the beginning of the quarter and charge that student with an overpayment. A student must also notify the Veterans Affairs Office of a Withdrawal.

If a student's Veterans Administration Educational Benefits are terminated because the school has reported failure to make satisfactory progress, counseling at the Veterans Administration in Winston Salem is required before benefits may be reinstated even if the student is continuing in the same school. Veterans should complete Form 22-1995 and write "Yes" in space 12 on the form to indicate that he needs counseling.

No money will be received from the Veterans Administration until the student has been certified by the Veterans Affairs Office at Mitchell. Certification should take place as soon as possible in order to avoid a delay in receiving the first check (it takes approximately 45 to 60 days from certification before the first check is received).

When you make first contact with the Veterans Affairs Office, bring a copy of your D.D. 214 (Discharge Papers) if benefits have not been received prior to entering Mitchell. If benefits have been received, bring your VA Claim Number.

If you are married, bring a copy of your marriage license. If you have children, bring the birth certificate of each child. If you are divorced, bring a copy of your divorce decree.



Benefits may be received according to your academic load. This is determined by the following scale:

- Full-time: College Transfer and Technical – 12 credit hours or more  
Vocational – 22 or more contact hours per week
- Three-fourths time: College Transfer and Technical – 9 to 11 Credit hours  
Vocational – 16 to 21 contact hours per week
- One-half time: College Transfer and Technical – 6 to 8 credit hours  
Vocational – 11 to 15 contact hours per week.

The rates for G. I. Benefits at the present are as follows:

| <u>Institutional</u> | <u>No<br/>Dependent</u> | <u>One<br/>Dependent</u> | <u>Two<br/>Dependent</u> | <u>Each Added<br/>Dependent</u> |
|----------------------|-------------------------|--------------------------|--------------------------|---------------------------------|
| 12 hrs. (full-time)  | \$311                   | \$370                    | \$422                    | \$26                            |
| 9 hrs (¾ time)       | \$233                   | \$277                    | \$317                    | \$19                            |
| 6 hrs (½ time)       | \$156                   | \$185                    | \$211                    | \$13                            |

According to the Veterans Administration, changes of programs are allowed as follows:

- (A) 1st change: Allow first change without VA becoming involved.
- (B) 2nd change: If 12 hours or more are lost due to change, a visit to the VA in Winston Salem is necessary.
- (C) 3rd change: Must offer the VA reasons beyond your control for a change such as: illness, death in the immediate family, active duty military service, financial obligations which require a change in terms, hours, or place of employment, or other reasons which are beyond your control.

The Regional Office address is: Veterans Administration Regional Office, 251 North Main Street, Winston Salem, N. C. 27102. The toll free number is 1-800-642-0841.

Office of Veteran Affairs number at Mitchell Community College is 704-873-2201. Call or visit this office any time for further information.

**FINANCIAL ASSISTANCE INFORMATION**

The purpose of these programs is to provide aid to those students who would be unable to attend Mitchell Community College without financial assistance.

To be considered for financial aid, an ACT Family Financial Statement must be submitted to ACT in Iowa. All applicants must use this form to apply for the Basic Educational Opportunity Grant (BEOG) as well as for other aid at Mitchell Community College.

**APPLICATION PROCEDURES FOR FINANCIAL ASSISTANCE**

- 1. Student must obtain the ACT forms from high school counselors or the Financial Aid Office at Mitchell Community College.
- 2. Complete and mail the forms to ACT in Iowa. Incomplete forms will not be processed. Be sure to check boxes applying to the BEOG, and include the code for a report to be sent to Mitchell Community College.
- 3. Students must contact the Financial Aid Office when they receive reports from ACT and from the BEOG offices.
- 4. Applications will then be considered by the Financial Aid Awards Committee. Students will be notified of decisions, and the reasons for these decisions.

**DEADLINES**

The ACT forms should be mailed by the student two months prior to enrollment. Completed reports should be on file in the Financial Aid Office by:

- July 1 for Fall Quarter
- November 1 for Winter Quarter
- February 1 for Spring Quarter
- May 1 for Summer Quarter

**TYPES OF AID AVAILABLE**

Basic Educational Opportunity Grant, Supplemental Educational Opportunity Grant, National Direct Student Loan, College Work Study, North Carolina Insured Loans, North Carolina Student Incentive Grant, Scholarships, Veteran’s Educational Aid (See Veteran’s Officer).



## SCHOLARSHIPS

Scholarships are awarded according to criteria established by donors. Additional scholarship sources are prevalent in the community through local profit and nonprofit organizations. For more information contact the Financial Aid Office.

THE ANDERSON FAMILY SCHOLARSHIP has been established by the Anderson family to assist students who wish to continue their formal education. The scholarship will be awarded annually to any student who has financial need. Application for the scholarship should be made to the college scholarship committee.

THE BAUGH SCHOLARSHIP was established in 1970 in memory of J. M. Baugh by his associates, R. A. Lowery, Jr. and J. W. Thornton. In order to perpetuate the community and civic responsibility which "Red" felt, this scholarship will be awarded annually to an Iredell County student who gives evidence of leadership potential.

THE BRADY MEMORIAL ORGAN SCHOLARSHIP was established by the employees of Brady Printing Company, family and friends honoring the late James A. Brady, who often expressed particular interest in the Organ Department and had hoped that more talented and ambitious young persons would study organ. Auditions will be held for the scholarship, which will be awarded to an Iredell County resident for the study of music at Mitchell Community College.

THE BUNCH SCHOLARSHIP FOR EXCELLENCE has been established and endowed by the family of Lizzie May Pardue Bunch. Because of her interest in the education of young persons, the scholarship will be awarded to a second year student or students, on the basis of scholarship, character, and leadership potential.

THE CARTER SCHOLARSHIP was established in 1974, in memory of Dr. & Mrs. Joe Carter and will be awarded as funds are available.

THE EXCHANGE CLUB SCHOLARSHIPS were established in 1977. The three annual scholarships are awarded to Iredell County residents demonstrating need and a desire for education. Each scholarship provides tuition and fees for three quarters.

THE LOUIS AND CHARLOTTE GORDON MEMORIAL SCHOLARSHIP was established in 1978 by Gordon Industries, Inc. in memory of the late Louis and Charlotte Gordon for their contributions to humanity and for their deep interest in and concern for young people. The scholarship will be awarded annually to a young Iredell County resident on the basis of financial need.

THE THOMAS LEE HILL MEMORIAL SCHOLARSHIP was established in 1978 by the Statesville Noon Civitan Club in memory of the late Thomas Hill for his contributions to the work of Civitan and for his deep interest in and concern for young people. The scholarship will be awarded annually to a young Iredell County resident on the basis of financial need.

THE IRMA HOLMES HALL LIBRARY SCHOLARSHIP, which is endowed by friends of Mrs. Irma Holmes Hall and her husband, W. Frank Hall, was established to encourage students interested in library science as a vocation. The scholarship will be awarded from endowment earnings.

THE JENSEN MUSIC SCHOLARSHIP was established in 1969 by the Jensen family and friends, in memory of the late Fritz Jensen, who had a deep love for the arts and especially music. The scholarship will be awarded annually to the outstanding sophomore music student at Mitchell Community College.

THE STATESVILLE KIWANIS CLUB SCHOLARSHIP was established in 1977. It is to be awarded annually to a resident of Iredell County, based on academic achievement and financial need.

THE JOHNNY WAYNE MCLAIN SCHOLARSHIP was established in 1966 in memory of Johnny McLain, by friends of his family and members of the Concord Presbyterian Church, Loray Community, Statesville. He was the first soldier from his church killed in Vietnam. The amount of the scholarship is to be determined by the earnings from the principal sum, and awarded to students accepted for admission at Mitchell Community College and recommended by the Concord Presbyterian Church.

THE K. C. ELLER LEADERSHIP AWARD is given each year to a rising sophomore who has demonstrated leadership traits characterized by Mr. Eller, who served as chairman of the Mitchell Community College Board of Trustees from July 1, 1973 until his death on February 10, 1975.

THE LOUISE GILBERT ART SCHOLARSHIP was established in 1977 by Margaret Raynall Bible Class for the First Presbyterian Church in memory of Louise Gilbert for her contribution to the College and community in the field of art. The scholarship will be awarded annually to an art student with preference being given to a student from Iredell County.

THE MARY AND SAM JONES SCHOLARSHIP FUND was established in the will of Sam P. Jones, to be awarded to Iredell County student(s) in the sound discretion of the Board of Trustees. The first recipient was named for Fall of 1977. The amount is to be determined by income earned on the trust fund.



THE MURDOCK SCHOLARSHIP was endowed by Mr. and Mrs. Harvey Murdock. A recipient must be from Iredell County and make application to the Mitchell Community College Scholarship Committee.

THE PURPLE HEART SCHOLARSHIP was established in 1959 by Chapter No. 285 of the Military Order of the Purple Heart of the United States of America, Inc., in memory of Pfc. Lee Roy Smith, S/Sgt. Hugh Smith Denny, and Sgt. John Troy Troutman, three Iredell County veterans killed by enemy action in the line of duty. The scholarship is to be awarded to Iredell County residents, based on scholastic ability and need, with priority given to direct descendants of Purple Heart veterans and other veterans.

THE GEORGE A. SCOTT SCHOLARSHIP was established in 1971 in loving memory of George A. Scott, who, during his short lifetime, showed a dedication to the church, a deep sense of community responsibility, and a concern for education by serving as a Mitchell College trustee. The scholarship is endowed by his business associates and friends in appreciation of the example which he set. It will be awarded annually to children of employees of Ross Furniture Co., Inc. and Statesville Chair Company, Inc., and prorated among applicants if there is more than one applicant per year. Should there be no applicants from employee families, it may be awarded to other deserving Iredell County students.

THE BILL SHERRILL ATHLETIC SCHOLARSHIP was established in 1978 by the Statesville Area Athletic Officials Clinic in memory of the late Bill Sherrill for his contributions to area high school athletics and his deep interest in and concern for young people. The scholarship will be awarded annually to a young Iredell County resident interested in athletics and having financial need.

THE E. B. STIMSON MEMORIAL SCHOLARSHIP was established in loving memory of "Cap" Stimson, who for many years served as head of the Mitchell College Music Dept. It is endowed by the MacDowell Music Club and friends of the Stimson family. Candidates for the music scholarship must audition before a select panel of judges.

THE STATESVILLE BRICK COMPANY SCHOLARSHIP was established in 1976 by the management of Statesville Brick Company to assist employees and their children who are interested in the acquisition of educational skills.

THE STATESVILLE CITY OF PROGRESS KIWANIS CLUB SCHOLARSHIP was established in 1975 in memory of the late Mike Courain, who was dedicated to the youth of his community. It is to be awarded annually to an outstanding Key Club or Keywanette member from one of the Iredell County high schools.

THE STATESVILLE COMMUNITY CLUB SCHOLARSHIP was established in 1967 honoring Mrs. Thomas E. Anderson and her daughters, Miss Grace Anderson and Miss Ina Anderson. Both Mrs. Anderson and Grace were teachers at Mitchell College. It is endowed by funds from the Statesville Community Club and held in trust by the Northwestern Bank. The scholarship is to be awarded annually to worthy residents of Iredell County who are interested in advanced education.

THE STATESVILLE RECORD AND LANDMARK SCHOLARSHIP was established in 1962 by employees of the Statesville Record and Landmark, in order to assist employees and their children. The amount is to be determined by interest on the principal sum, which is to be added to the principal in the event that the scholarship is not awarded. If there are no eligible applicants, the award may be given to an Iredell County resident. The scholarship must be awarded at least every five years.

THE STIMPSON CITY EMPLOYEE SCHOLARSHIP was established and endowed for the benefit of the employees of the City of Statesville, and will be awarded to an employee or a member of the employee's immediate family.

## STUDENT LIFE

Mitchell Community College is interested in helping each student develop to his fullest potential. With this goal in mind, the college strives to offer a comprehensive program in academics as well as social and cultural activities to build a well-rounded person.

## STUDENT RESPONSIBILITY

Students at Mitchell Community College are expected to conduct themselves as ladies and gentlemen in accordance with generally accepted standards of morality and decency at all times. The college is in accordance with Federal, State, and local statutes and will co-operate with the respective law enforcement agencies in their enforcement.



## **PRIVACY RIGHTS**

The College recognizes and assumes responsibility for the protection of student rights regarding privacy. Consequently, the official academic record is open to the student upon written request by him. The forwarding of information to any other agency will occur only when the student requests in writing that it be sent.

## **VEHICLE REGISTRATION**

All vehicles driven on the college campus must be registered and have a parking permit properly displayed. Any violation of college traffic rules and regulations may result in a fine.

## **PLACEMENT SERVICE**

Mitchell Community College offers job placement service to students for part-time or regular employment. The services of the Job Placement Office are available to current and graduating students, alumni, and prospective employers.

Graduating students are given counsel and assistance in preparing for job placement. Information pertaining to job opportunities is provided, along with assistance in gathering and presenting information to prospective employers. Interviews are arranged for representatives of business and industry who visit the campus to recruit prospective employees. Further information may be obtained from the Job Placement Office.

## **COUNSELING**

Counseling and guidance services are provided by the college to aid students in determining their vocational and educational programs as well as assisting in resolving problems of a personal nature which might affect progress toward educational objectives. Professionally trained counselors are available.

## **HEALTH SERVICES**

Persons who desire to see a doctor may check the Student Personnel Services Office for the names of local doctors who work closely with the college. Serious injuries should be referred immediately to the emergency room at Davis Hospital.

## **INTRAMURALS**

The Intramural Program is open to all students and college employees who believe that this program would improve their personal outlook on life, physical and mental well-being and social happiness. It is not designed as a practice opportunity for varsity athletes. With this in mind, all students who have previously been a member of a varsity program are ineligible for Intramurals at Mitchell Community College in their specialized areas.

## **STUDENT ORGANIZATIONS**

Mitchell Community College encourages students to be active in affairs of the institution. Through organizations, the student will find opportunities for entertainment, making new friends, leadership, and service to the college community.

All student organizations must be approved by the administration and Student Government Association. Each organization must have a copy of its constitution or purpose which includes a statement of open membership without regards to race, color, religion, handicap, sex, creed, or national origin, and the name of a faculty advisor on file with the Student Government Association.

## **STUDENT GOVERNMENT ASSOCIATION**

The purpose of the Student Government Association is to help each student develop a personal sense of pride for and responsibility to the college, and to accept his democratic responsibilities as an American citizen.

The Student Government Association acts as an intermediary between the student body and the administration of the college, serving as a student forum representing the student to the college faculty and administration. It also cooperates with the administration in the coordination and the supervision of student activities. All students who pay activity fees are members of the Student Association.



## **PUBLICATIONS**

The Office of the Dean of Student Personnel Services is responsible for student publications that are published periodically throughout the year. The purposes of these publications include: dissemination of information, establishment of channels of communications, development of student initiative and responsibility, and publication of a permanent record of events and activities.

The Circle is the college yearbook and is published annually.

The Student Handbook is the student's guide and is published annually.

The "Activity Calendar" is published monthly.

The College Catalog is published annually.

## **THE LEARNING RESOURCES CENTER**

The Mitchell Community College Learning Resources Center is responsible for providing materials and services to support the learning and leisure-time activities of the students, faculty, and community.

All books and audiovisual materials are catalogued in one central, dictionary type, card catalog, using the Dewey Decimal Classification.

The Learning Resources Center comprises two service areas — the Library and the Audiovisual Center.

### **LIBRARY**

The library area houses the book collection, periodicals, vertical file, and microfilm. All special indexes — periodicals, poetry, plays, essays, book reviews — are on the main floor near the card catalog. Services available are: Reference assistance, interlibrary loans, displays, reserve materials, paperback collection, career corner, night book deposit (to left of front entrance), college catalogs, and coin-operated copier for hard copies.

### **AUDIOVISUAL CENTER**

The audiovisual center serves as a lab for production of materials as well as a central point for inventory and check-out for all AV equipment. Media services available are:

1. Production of transparencies, audio tapes, videotapes, 8mm film.
2. Lamination
3. Dry mounting
4. Signs and posters
5. Photography
6. Instruction in operation of equipment

The Learning Resources Center is open to students, faculty, and community.

Regular school days:

|                   |                  |
|-------------------|------------------|
| Monday — Thursday | 8 a.m. - 10 p.m. |
| Friday            | 8 a.m. - 5 p.m.  |

During breaks between quarters:

|                 |                 |
|-----------------|-----------------|
| Monday — Friday | 8 a.m. - 5 p.m. |
|-----------------|-----------------|

Rules and regulations are kept at a minimum.

Books for regular circulation may be checked out for two weeks — renewed if brought in for restamping.

Reserve books may be checked out for one hour during school day and for overnight after 4 p.m.; after 12:00 noon, Friday, for weekend.

Fines are charged at a rate of five cents per day for regular circulation and five cents per hour for reserves.

Records and tapes may be checked out for overnight after 4:00 p.m.

Smoking is allowed in reading room (3rd floor) and in restrooms.

## **COLLEGE INFORMATION OFFICE**

The Mitchell Community College Information Office is the college's official information agency, responsible for communicating to the public the word about Mitchell programs and people. This task is accomplished through the use of news releases, exhibits, speaker's bureau and other similar media.

## **STUDENT UNION**

Mitchell Community College provides a Student Union for the convenience of the students. The union houses a student lounge area with recreational facilities. In addition, food service is available for breakfasts, lunches and snacks.

The Student Union is open from 8:00 a.m. to 8:30 p.m., Monday through Thursday, and from 8:00 a.m. to 2:00 p.m. on Friday.

## **ACADEMIC REGULATIONS**

### **QUARTER SYSTEM**

Mitchell operates on a four quarter system. The fall, winter, spring, and summer quarters are each approximately eleven weeks in length with additional summer sessions divided into two 5½ week sessions. The college is in session five days a week. Classes normally meet hourly for fifty minutes with a ten minute break between them. The number of times that a class meets each week is determined by the number of quarter hours credit.

Quarter hours credit is awarded as follows: one quarter hour of credit for each hour per week of class lecture, one quarter hour of credit for each two hours per week of laboratory work, and one quarter hour of credit for each three hours per week of shop practice.

### **REGISTRATION**

All students are required to register at the beginning of each quarter of attendance. Students attending courses for which they are not officially and completely enrolled will receive neither grade nor quarter hour credit for the course. Most students fall into this category when they have not completed registration or formal course addition. Formal registration includes payment to the Business Office. Because a student is listed in the teacher's roll book does not necessarily mean that he is enrolled for the course. Formal completed enrollment is based on the official class rosters generated by the Registrar's Office as soon as possible after registration week. Students whose names are not on that roster should be so advised, and completion of enrollment then becomes the student's responsibility.

### **CHANGE OF SCHEDULE**

Changes in a class schedule after registration must be made in the office of the Registrar.

The last day that courses may be added each quarter (normally one week after registration) is stated on the college calendar. Any student wishing to drop a course must complete the drop procedure before the last class of the sixth week of the quarter. Any change of schedule must be officially processed through the office of the Registrar and the Business Office.

### **STUDENT COURSE LOAD**

A student must register for 12 credit hours per quarter in college transfer and technical programs, and 22 contact hours in vocational programs to be considered a full-time student, and the course load must not drop below these hours per quarter. These requirements are minimal to receive full V. A. benefits.

The normal course load varies with each program. For college transfer the course load is 16 credit hours per quarter while the normal course load for the technical programs is 18 credit hours per quarter. Vocational programs normally consist of at least 22 contact hours per week.

A student may not register for more than 21 credit hours without approval of the Dean of Student Personnel Services, unless required by one's occupational curriculum. Approval of an overload will be determined on the basis of past achievement of the student.

It is recommended that students who are employed either on a part-time or full-time basis consult with their faculty advisors to determine the course load appropriate for their particular cases.

### **CLASSIFICATION**

A student is classified as a freshman from initial enrollment until 36 quarter hours credit have been earned, at which time he is classified as a sophomore.

### **ATTENDANCE POLICY**

Regular class attendance is considered to be a vital ingredient in scholastic achievement and is one of the many responsibilities of the college student. As a result students are expected to be in attendance for each class meeting unless prohibited by uncontrollable events.

No absence exempts the student from completing the work assigned during the absence. The student will assume the responsibility of determining what work was missed and completing the work.

Once a student has properly registered and paid the necessary registration fees, the student shall be enrolled in said class until one of the following occurs:



### 1. Student Withdrawal

- A. He/she officially withdraws (this constitutes student withdrawal and is effective as of that date.)

### 2. Administrative Withdrawal

- A. He/she fails to maintain contact with instructional personnel for two consecutive weeks. (Evidence of maintenance of contact may be through class attendance, submission of course assignments, personal contact, or telephone contact.)
- B. The responsible instructional personnel are reasonably assured that the student does not intend to pursue the learning activities of the class. (This constitutes administrative withdrawal and is effective as of that date.)
- C. He/she completes the minimum objectives stated for the class, or transfers to another class.

Students will be given specific class attendance policies by each division at the beginning of each quarter.

## GRADING SYSTEM AND QUALITY POINT AVERAGE

The 4.00 quality point system is used to calculate student quality point averages. The letter grades used are:

- A — Excellent — 4 quality points per quarter hour
- B — Good — 3 quality points per quarter hour
- C — Average — 2 quality points per quarter hour
- D — Passing — 1 quality point per quarter hour
- F — Failed — No quality points per quarter hour
- I — Incomplete — Work must be completed satisfactorily within the next quarter, except that, where circumstances warrant, the instructor may approve an extension of time up to one year from the closing date of the course. If the "I" has not been removed by the designated date, a grade of "F" will be recorded.
- W — Withdrawal — Denotes official withdrawal from school.
- AU — Audit — No grade or quality points.

The quality point average is calculated by dividing the total number of quality points earned by the total number of quarter hours attempted, including both courses passed and failed, unless the courses have been repeated. When a course is repeated, only the higher grade will be included in calculating the QPA. All courses attempted will be shown on the official transcript.

A "C" average is required for graduation. On the 4.00 quality point system, a "C" average is a 2.00 quality point average.

## GRADE REPORTS

Final quarter grades in all courses are issued as soon as they are processed at the end of each quarter.

## DEAN'S LIST

The Dean's List is published at the end of each quarter. Any student who is enrolled for at least twelve quarter hours and earns a quality point average of 3.5 for the quarter with no grade below "C" will be on the Dean's List for that period.

## CLASS HONORS

Any student enrolled for at least twelve quarter hours each quarter and maintaining a 3.30 average or higher for any one year will be eligible for Class Honors at Graduation.

## COLLEGE HONORS

Any student enrolled for at least twelve quarter hours each quarter and maintaining a 3.30 average or higher for all work attempted while at Mitchell Community College will be eligible for College Honors at Graduation.

## SATISFACTORY ACADEMIC PROGRESS

This scale will be used as a basis for determining a student's status for certification purposes to the Veteran's Administration, Social Security, Vocational Rehabilitation, student loans and scholarship agencies, and other private or public agencies requiring such information. Veterans who fail to achieve the above satisfactory academic progress may be placed on a one quarter probation period.



| Hours Toward Degree | QPA  |
|---------------------|------|
| 0-15                | 1.00 |
| 16-30               | 1.25 |
| 31-45               | 1.50 |
| 46-60               | 1.75 |
| 61-75               | 1.90 |
| 76-                 | 2.00 |

### CONDITIONAL STATUS

A student who does not actively show initiative toward fulfillment of his stated educational goals may be placed on conditional status. Upon the written recommendations of the student's division chairperson, or program director, with the concurrence of his instructors and advisor, to the Dean of Student Personnel Services, a student may be placed on conditional status after full-time enrollment for four quarters or more in a curriculum. However, when it appears in the best interest of the student, the above recommendation may be made at the end of one quarter for less than full-time or special students. The following conditions will be placed on this student:

1. Conditions for continuation specified in writing and signed in first week of conditional quarter. Conditions will include full-time status for entire quarter, minimum QPA for conditional quarter and meetings with assigned counselor on a scheduled basis.
2. After one quarter as a conditional student, his status will be reviewed by the assigned counselor and upon recommendation of the counselor, instructors, advisor, and division chairperson, the conditional status may be removed.
3. The conditions will be signed by the student and the Dean of Student Personnel Services, and filed with the assigned counselor.
4. If conditions are not met by the student at the end of the conditional quarter, suspension will be automatic.
5. Readmission to the college must be at least one quarter after suspension and must be approved by the Director of Admissions and the Dean of Student Personnel Services.

### CREDIT BY EXAMINATION

Credit by examination may be allowed for a given course if a regularly enrolled student can demonstrate the required level of proficiency as a result of independent study and experience. This credit will be based on a division examination under the direction of the chairperson of the division in which the course is offered. Credit hours will count toward graduation; they will not be computed in quality point average as grades and quality points will not be recorded. Application for credit by examination must be processed in the Registrar's Office. Tuition must be paid except in cases of full-time students for whom there would be no additional charge. Examinations may be scheduled at the discretion of the division chairperson involved.

### ADVANCED PLACEMENT

Students entering Mitchell Community College from Statesville City Schools, Iredell County Schools, or Mooresville City Schools may be awarded advanced placement credit as provided in an agreement between these school systems and Mitchell Community College.

Advanced placement credit based on high school achievement may be allowed to students enrolling full-time in the Business Department. Details concerning specific requirements are available from counselors at the high schools or at Mitchell Community College.

### AUDITING CLASSES

Classes may be audited with permission of the instructor if space is available. Priority will be given to regular credit students. Participation in class discussion and examinations is at the option of the instructor. No credit by examination can be allowed for courses that have been audited. A grade of "AU" will be recorded with no hours credit or quality points. Registration or changes in registration for audits must be completed during the regular registration or change periods. Regular fees will be charged.

### **REPEATING COURSE WORK**

A course may be repeated when a permanent passing grade for that course has not been recorded. No course may be counted more than once. Any required course in which an "F" is received must be repeated. A course that is not required may be repeated, but can be counted only once toward graduation. In those cases where a course in which the student received an "F" is not offered during the remainder of that student's residence, an equivalent course may be substituted upon recommendation of the division chairperson, or program director and the appropriate dean for purposes of meeting program requirements. Any exceptions to the above must be approved by the Dean of Student Personnel Services. As a result of limited clinical facilities, any PNE student failing to obtain a "C" or better on any required course will be dropped from the program but may be readmitted the next quarter that course is offered.

### **TRANSCRIPTS**

An official transcript of work at Mitchell Community College will be sent to the appropriate institution upon written request by the student. One transcript will be prepared at a cost of \$1.00 per copy. No transcripts will be released until the student's account is cleared with the Business Office and the Library.

### **REQUIREMENTS FOR GRADUATION**

The following requirements apply to programs; however, some divisions may have additional requirements applicable only to that division.

1. Students in all programs except certificate are required to make satisfactory scores on the reading placement test, or successfully complete the course in reading.
2. Along with the appropriate number of hours earned and the completion of all required courses for his specific program, a student must have a 2.00 quality point average in order to graduate and receive a degree, diploma, or certificate. No graduation requirements may be waived without recommendation from the program director, division chairperson, and administrative approval.
3. Application for graduation and payment of graduation fees must be made during the registration period for the student's last quarter.
4. Presence at graduation is a requirement. When attendance is impossible, the student may petition, in writing, the Dean of Student Personnel Services for permission to graduate in absentia. Such petition must be made at least thirty days before commencement exercises.

### **WITHDRAWALS**

Students withdrawing from the college must contact the Office of the Dean of Student Personnel Services for the appropriate forms and procedures for official withdrawal. A student who fails to withdraw officially will receive an "F" on each course for which he was registered. A clearance slip will be presented to the student in order to assure that each appropriate office is officially notified. An exit interview with a counselor is an essential part of the withdrawal procedure, and the Dean of Student Personnel Services will sign all official withdrawals.

### **EDUCATIONAL PROGRAMS**

Mitchell Community College offers a wide range of planned educational programs. The programs may range in length from four quarters to fifteen quarters. Formal recognition for successful completion of a program will vary depending on the nature of the curriculum. Mitchell Community College recognizes successful academic completion as:

College Transfer:

- Associate in Arts Degree — minimum 96 quarter hours credit
- Associate in Fine Arts Degree — minimum 96 quarter hours credit
- Associate in Science Degree — minimum 96 quarter hours credit



### College Transfer Programs

|                             |                   |
|-----------------------------|-------------------|
| Pre-Art                     | — C-003           |
| Pre-Business Administration | — C-004           |
| Pre-Business Education      | — C-026           |
| Pre-Liberal Arts            | — C-011 and C-018 |
| Pre-Music                   | — C-015           |
| Special Credit              | — G-030           |

### Technical:

Associate in Applied Science Degree — minimum 106 quarter hours credit

### Technical Programs

|                            |         |
|----------------------------|---------|
| Accounting                 | — T-016 |
| Agricultural Science       | — T-126 |
| Business Administration    | — T-018 |
| Criminal Justice           | — T-129 |
| Electronic Data Processing | — T-022 |
| Executive Secretary        | — T-030 |
| General Office Technology  | — T-033 |
| Guided Studies             | — T-099 |
| Industrial Management      | — T-049 |
| Teacher's Aide             | — T-088 |
| Veteran Farmer Training    | — T-017 |

### Vocational:

Diploma — Completion of curriculum

Certificate — upon successful completion of a vocational specialty program which generally consists of a maximum of 15 contact hours per week for four quarters. Vocational specialty programs are usually offered during the evening hours. The intent of the Specialist Programs is to provide the student with necessary minimum skills for entry level as aide position.

### Vocational Programs

|                                       |         |
|---------------------------------------|---------|
| Air Conditioning/Refrigeration        | — V-024 |
| Auto Body Repair                      | — V-001 |
| Automotive Mechanics                  | — V-003 |
| Carpentry                             | — V-007 |
| Drafting/Mechanical                   | — V-017 |
| Electrical Installation & Maintenance | — V-018 |
| Electronic Servicing                  | — V-042 |
| Graphic Communications                | — V-022 |
| Industrial Maintenance                | — V-028 |
| Machine Operations                    | — V-032 |
| Practical Nursing                     | — V-038 |
| Teacher's Aide                        | — V-088 |
| Welding                               | — V-050 |

## READING REQUIREMENTS FOR ALL PROGRAMS

The following requirements must be successfully met by students in all programs:

Associate in Arts, Associate in Fine Arts, Associate in Science —

Must make a satisfactory score on the Nelson-Denny Reading Test, or take Reading 151.

Associate in Applied Science —

Must make a satisfactory score on the Nelson-Denny Reading Test, or take Reading 101.

Diploma Programs —

Must make a satisfactory score on the Nelson-Denny Reading Test, or take Reading 1101.

COLLEGE TRANSFER PROGRAMS

PRE-ART (C-003)  
ASSOCIATE IN FINE ARTS DEGREE

A graduate of the art program will have completed the first two years of course work for a baccalaureate degree. Flexible by design, the program can be arranged to meet the general education requirements of the senior institution to which he plans to transfer.

ART CURRICULUM

| Course Title  |                                   | Qtr. Hrs.<br>Credit |                |                                    | Qtr. Hrs.<br>Credit |
|---------------|-----------------------------------|---------------------|----------------|------------------------------------|---------------------|
| FIRST QUARTER |                                   |                     | SECOND QUARTER |                                    |                     |
| ENG 150       | Resource Material                 | 1                   | ENG 152        | Composition II                     | 3                   |
| ENG 151       | Composition I                     | 3                   | HIS 152        | History of Western Civilization II | 5                   |
| HIS 151       | History of Western Civilization I | 5                   | or 252         | U. S. History II                   |                     |
| or 251        | U. S. History I                   |                     | ART 151        | Drawing I                          | 3                   |
| ART 150       | Basic Design                      | 3                   | PED            | Physical Education                 | 1                   |
| PED           | Physical Education                | 1                   |                | Electives (including Languages)    | 5                   |
|               | Electives (including Languages)   | 5                   |                |                                    |                     |
| THIRD QUARTER |                                   |                     | FOURTH QUARTER |                                    |                     |
| ENG 153       | Composition III                   | 3                   | ENG            | From Eng Lit sequence              | 5                   |
| MAT           | 151 or 161 suggested              | 5                   | ART            | Elective in Major sequence         | 3                   |
| ART 152       | Drawing II                        | 3                   | ART            | Elective in Minor sequence         | 3                   |
| PED           | Physical Education                | 1                   | BIO 151        | General Biology or                 | 4                   |
|               | Electives (including Languages)   | 5                   | CHM 161        | General Chemistry or               |                     |
|               |                                   |                     | PHY 271        | General Physics                    |                     |
|               |                                   |                     | PED            | Physical Education                 | 1                   |
| FIFTH QUARTER |                                   |                     | SIXTH QUARTER  |                                    |                     |
| BIO 152       | General Biology or                | 4                   | ART            | Art History                        | 5                   |
| CHM 162       | General Chemistry or              |                     | ART            | Major sequence III                 | 3                   |
| PHY 272       | General Physics                   |                     | ART            | Elective in Art                    | 3                   |
| ART           | Art History                       | 5                   |                | Elective other than art            | 3                   |
| ART           | Major sequence II                 | 3                   |                |                                    |                     |
| ART           | Minor sequence II                 | 3                   |                |                                    |                     |

PRE-BUSINESS ADMINISTRATION (C-004)  
ASSOCIATE IN ARTS DEGREE

The Pre-Business Administration courses are designed to meet the requirements of the Associate in Arts degree at Mitchell Community College. The program is arranged on an individual basis. The courses will transfer and are the basis for a two-year transfer program. The courses are also practical for business employment since it is possible to concentrate heavily on business related courses. Students who intend to transfer should inform themselves of the requirements of the senior institution in order to more realistically plan their program of study.

PRE-BUSINESS ADMINISTRATION CURRICULUM

| Course Title  |                                    | Qtr. Hrs.<br>Credit |                |                                 | Qtr. Hrs.<br>Credit |
|---------------|------------------------------------|---------------------|----------------|---------------------------------|---------------------|
| FIRST QUARTER |                                    |                     | SECOND QUARTER |                                 |                     |
| ENG 150       | Intro. to Resource Material        | 1                   | ENG 152        | Composition II                  | 3                   |
| ENG 151       | Composition I                      | 3                   | HIS 152        | History of Western Civilization | 5                   |
| HIS 151       | History of Western Civilization    | 5                   | or 252         | U. S. History                   | 5                   |
| or 251        | U. S. History                      | 5                   | BIO 152        | General Biology or              | 4                   |
| BIO 151       | General Biology or                 | 4                   | CHM 162        | General Chemistry or            |                     |
| CHM 161       | General Chemistry or               |                     | PHY 252        | General Physics                 |                     |
| PHY 271       | General Physics                    |                     | PED            | Physical Education              | 1                   |
| EDP 151       | Intro. to Business Data Processing | 4                   |                |                                 |                     |
| PED           | Physical Education                 | 1                   |                |                                 |                     |



THIRD QUARTER

|         |   |   |
|---------|---|---|
| ENG 153 | Composition III                             | 3 |
|         | Electives (Foreign Languages and Fine Arts) | 9 |
| PED     | Physical Education                          | 1 |
|         | Electives                                   | 3 |

FIFTH QUARTER

|         |  |   |
|---------|--|---|
| BUS 162 | Accounting Principles                      | 4 |
| ECO 252 | Microeconomics                             | 5 |
|         | Electives (Foreign Language and Fine Arts) | 5 |
| MAT 151 | Fundamentals of Mathematics                | 5 |
| or 161  | College Algebra                            |   |

FOURTH QUARTER

|            |                             |        |
|------------|-----------------------------|--------|
| BUS 161    | Accounting Principles       | 4      |
| ECO 251    | Macroeconomics              | 4      |
| ENG 261    | Major British Writers       | 5 or 6 |
| or 271-272 | American Literature         |        |
| MAT 151    | Fundamentals of Mathematics | 5      |
| or 161     | College Algebra             |        |
| PED        | Physical Education          | 1      |

SIXTH QUARTER

|         |  |   |
|---------|--|---|
| BUS 163 | Accounting Principles                      | 4 |
|         | Electives (Foreign Language and Fine Arts) | 3 |
|         | Electives                                  | 8 |

PRE-BUSINESS EDUCATION (C-026)  
ASSOCIATE IN ARTS DEGREE

The Pre-Business Education courses are designed to meet the needs of the students desiring to transfer after two years. Students should inform themselves of the requirements of the senior institution in order to more realistically plan their program of study.

PRE-BUSINESS EDUCATION CURRICULUM

| Course Title  |                                    | Qtr. Hrs. | Credit |                |                                   | Qtr. Hrs. | Credit |
|---------------|------------------------------------|-----------|--------|----------------|-----------------------------------|-----------|--------|
| FIRST QUARTER |                                    |           |        | SECOND QUARTER |                                   |           |        |
| ENG 150       | Intro. to Resource Material        | 1         |        | ENG 152        | Composition II                    | 3         |        |
| ENG 151       | Composition I                      | 3         |        | HIS 152        | History of Western Civilization   | 5         |        |
| HIS 151       | History of Western Civilization    | 5         |        | or 252         | U. S. History                     |           |        |
| or 251        | U. S. History                      |           |        | BIO 152        | General Biology or                | 4         |        |
| BIO 151       | General Biology or                 | 4         |        | CHM 162        | General Chemistry or              |           |        |
| CHM 161       | General Chemistry                  |           |        | PHY 272        | General Physics                   |           |        |
| PHY 271       | General Physics                    |           |        | BUS 154        | Typewriting                       | 3         |        |
| BUS 153       | Typewriting                        | 3         |        |                | Elective (Fine Arts & Humanities) | 3         |        |
| PED           | Physical Education                 | 1         |        | PED            | Physical Education                | 1         |        |
| THIRD QUARTER |                                    |           |        | FOURTH QUARTER |                                   |           |        |
| ENG 153       | Composition III                    | 3         |        | BUS 161        | Accounting Principles             | 4         |        |
| BUS 155       | Typewriting                        | 3         |        | ECO 251        | Macroeconomics                    | 5         |        |
| EDP 151       | Intro. to Business Data Processing | 4         |        | ENG 261        | Major British Writers             | 5 or 6    |        |
|               | Elective (Fine Arts & Humanities)  | 3         |        | or 271-272     | American Literature               |           |        |
| PED           | Physical Education                 | 1         |        | BUS 156        | Shorthand                         | 4         |        |
|               |                                    |           |        | PED            | Physical Education                | 1         |        |
| FIFTH QUARTER |                                    |           |        | SIXTH QUARTER  |                                   |           |        |
| BUS 162       | Accounting Principles              | 4         |        | BUS 163        | Accounting Principles             | 4         |        |
| ECO 252       | Microeconomics                     | 5         |        | BUS 158        | Shorthand                         | 4         |        |
| MAT 151       | Fundamentals of Mathematics        | 5         |        |                | Elective (Fine Arts & Humanities) | 5         |        |
| or 161        | College Algebra                    | 5         |        | MAT 151        | Fundamentals of Mathematics       | 5         |        |
| BUS 157       | Shorthand                          | 4         |        | or 161         | College Algebra                   | 5         |        |

COLLEGE TRANSFER  
ASSOCIATE IN ARTS AND ASSOCIATE IN SCIENCE DEGREES

The College Transfer Curriculum is designed for students who intend to transfer to a senior college for their baccalaureate degree. Flexible by design, the courses can be selected to meet the general education requirements of most colleges and universities. Students in these curricula are encouraged to examine

the requirements of the senior institution to which they plan to transfer for completion of their four-year degree. Counselors and advisors are available to assist students in designing their programs.

The minimum requirement for the Associate in Arts and the Associate in Science degrees is 96 quarter hours as specified below, with an overall grade point average of 2.00 or higher.

ASSOCIATE IN ARTS DEGREE CURRICULUM (C-011)

|   |                     |
|---|---------------------|
| English . . . . .   | 15 qtr. hrs. credit |
| Must include:     ENG 151, 152, 153 — 9 q.h.  |                     |
| ENG 150 — 1 q.h., Literature — 5 q.h.   |                     |
| Health and Physical Education . . . . .   | 4 qtr. hrs. credit  |
| Humanities and Fine Arts . . . . .  | 10 qtr. hrs. credit |
| Courses must be selected from: Art, Foreign Language, Dance,<br>Drama, Journalism, Literature, Music, Philosophy, Religion<br>and Speech. |                     |
| Science and Mathematics . . . . .   | 13 qtr. hrs. credit |
| Minimum of 8 q.h. in an introductory science sequence   |                     |
| Math 151 or 161 (5 q.h.) recommended  |                     |
| Social Science . . . . .  | 10 qtr. hrs. credit |
| American History or Western Civilization sequence   |                     |
| Electives . . . . .   | 44 qtr. hrs. credit |
| Students should select electives which correspond with their<br>major and the institution to which they wish to transfer.                 |                     |

ASSOCIATE IN SCIENCE DEGREE CURRICULUM (C-018)

|  |                     |
|--|---------------------|
| English . . . . .  | 10 qtr. hrs. credit |
| Must include:     ENG 151, 152, 153 — 9 q.h.   |                     |
| ENG 150 - 1 q.h., Literature — 5 q.h.  |                     |
| Health and Physical Education . . . . .  | 4 qtr. hrs. credit  |
| Math . . . . .   | 20 qtr. hrs. credit |
| Completion of Math 253 (Calculus III) is minimum requirement                                       |                     |
| Science . . . . .  | 24 qtr. hrs. credit |
| Two complete three course sequences minimum requirement  |                     |
| Social Science . . . . .   | 10 qtr. hrs. credit |
| Two quarter sequence of Western Civilization or American History<br>minimum requirement            |                     |
| Electives . . . . .  | 22 qtr. hrs. credit |
| May include math, foreign language, or other courses suggested by<br>program at senior institution |                     |

PRE-MUSIC (C-015)

ASSOCIATE IN FINE ARTS DEGREE

A graduate of the Music program will have completed the first two years of course work for a baccalaureate degree. Flexible by design, the program can be arranged to meet the general education requirements of the senior institution to which he plans to transfer.

| MUSIC CURRICULUM |                                      |   |                |                                      |   |
|------------------|--------------------------------------|---|----------------|--------------------------------------|---|
| Course Title     |                                      |   | Qtr. Hrs.      | Qtr. Hrs.                            |   |
|                  |                                      |   | Credit         | Credit                               |   |
| FIRST QUARTER    |                                      |   | SECOND QUARTER |                                      |   |
| ENG 150          | Intro. to Resource Material          | 1 | ENG 152        | Composition II                       | 3 |
| ENG 151          | Composition I                        | 3 | MUS 152        | Music Theory                         | 3 |
| MUS 151          | Music Theory                         | 3 | MUS 155        | Sight-Singing                        | 2 |
| MUS 154          | Sight Singing                        | 2 | MUS            | Applied Organ, Piano, Voice,         | 2 |
| MUS              | Applied Organ, Piano, Voice,         | 2 |                | Strings, or Band Instruments (Major) |   |
|                  | Strings, or Band Instruments (Major  |   | MUS            | Applied Organ, Piano, Voice          | 1 |
| MUS              | Applied Organ, Piano, Voice          | 1 |                | Strings, or Band Instruments (Minor) |   |
|                  | Strings, or Band Instruments (Minor) |   | MUS 161        | Choir or                             | 1 |
| MUS 160          | Choir or                             | 1 | 189            | Band Ensemble                        |   |
| 188              | Band Ensemble                        |   | HIS 151        | History of Western Civilization      | 5 |
| HIS 151          | History of Western Civilization      | 5 | or 251         | U. S. History                        |   |
| or 251           | U. S. History                        |   | PED            | Physical Education                   | 1 |



THIRD QUARTER

|         |  |   |
|---------|--|---|
| ENG 153 | Composition III  | 3 |
| MUS 153 | Music Theory   | 3 |
| MUS 156 | Sight Singing  | 2 |
| MUS     | Applied Organ, Piano, Voice,<br>Strings, or Band Instruments (Major) | 2 |
| MUS     | Applied Organ, Piano, Voice,<br>Strings, or Band Instruments (Minor) | 1 |
| MUS 162 | Choir or   | 1 |
| 190     | Band Ensemble  |   |
| MAT 151 | Fundamentals of Mathematics  | 5 |
| or 161  | College Algebra  |   |
| PED     | Physical Education   | 1 |

FIFTH QUARTER

|         |  |   |
|---------|--|---|
| MUS 252 | Music Theory   | 3 |
| MUS 255 | Sight Singing  | 2 |
| MUS     | Applied Organ, Piano, Voice,<br>Strings, or Band Instruments (Major) | 2 |
| MUS     | Applied Organ, Piano, Voice,<br>Strings, or Band Instruments (Minor) | 1 |
| MUS 261 | Choir or   | 1 |
| 289     | Band Ensemble  |   |
| MUS 283 | Music Literature   | 2 |
| PED     | Physical Education   | 1 |

FOURTH QUARTER

|         |  |   |
|---------|--|---|
| BIO 151 | General Biology or   | 4 |
| CHM 161 | General Chemistry or   |   |
| PHY 271 | General Physics  |   |
| MUS 251 | Music Theory   | 3 |
| MUS 254 | Sight-Singing  | 2 |
| MUS     | Applied Organ, Piano, Voice,<br>Strings, or Band Instruments (Major) | 2 |
| MUS     | Applied Organ, Piano, Voice,<br>Strings, or Band Instruments (Minor) | 1 |
| MUS 260 | Choir or   | 1 |
| 288     | Band Ensemble  |   |
| PED     | Physical Education   | 1 |
| MUS 282 | Music Literature   | 2 |

SIXTH QUARTER

|         |  |   |
|---------|--|---|
| BIO 152 | General Biology or   | 4 |
| CHM 162 | General Chemistry or   |   |
| PHY 272 | General Physics  |   |
| MUS 253 | Music Theory   | 3 |
| MUS 256 | Sight Singing  | 2 |
| MUS     | Applied Organ, Piano, Voice,<br>Strings, or Band Instruments (Major) | 2 |
| MUS     | Applied Organ, Piano, Voice,<br>Strings, or Band Instruments (Minor) | 1 |
| MUS 262 | Choir or   | 1 |
| 290     | Band Ensemble  |   |
| MUS 284 | Music Literature   | 2 |

SPECIAL CREDIT (G-030)

This program is designed for those students who have no desire to work toward a degree, but want to take college transfer courses. As soon as a student decides to work toward a degree, he should notify the college so that he can be properly advised of requirements for the degree, and what he must do to meet those requirements.

TECHNICAL PROGRAMS

ACCOUNTING (T-016)

ASSOCIATE IN APPLIED SCIENCE DEGREE

The Accounting curriculum is designed to teach students the necessary skills for entry into the accounting profession. The student learns the following duties: maintaining journals and ledgers, preparing financial statements, making special reports and analysis, preparing cost date, and summarizing tax information.

A graduate of the Accounting curriculum may be employed in a variety of fields depending on availability, personal preferences, skills, etc. The accountant is necessary wherever there is money to be used from government to small private businesses. Positions are available in general accounting, auditing, payroll accounting, credit, collections, and other areas.

ACCOUNTING CURRICULUM

|                    |     |                         |    |
|--------------------|-----|-------------------------|----|
| Core Courses       | 59  | Core Courses:           |    |
| English and Speech | 12  | Accounting Principles   | 12 |
| Major Requirements | 30  | Business Communications | 3  |
| Electives          | 7   | Business Law            | 6  |
| Total              | 108 | Business Management     | 5  |

|                                 |   |                           |                       |
|---------------------------------|---|---------------------------|-----------------------|
| Major Requirements:             |   | Business Math             | 4                     |
| BUS 241 Intermediate Accounting | 4 | Intro. to Business        | 5                     |
| BUS 242 Intermediate Accounting | 4 | Intro. to Data Processing | 4                     |
| BUS 243 Intermediate Accounting | 4 | Office Machines           | 4                     |
| BUS 246 Taxes                   | 4 | Personal Development      | 3                     |
| BUS 244 Cost Accounting         | 4 | Typewriting               | 3 (waived for 30 wpm) |
| BUS 248 Auditing                | 4 | Economics                 | 10                    |
| BUS 228 Finance                 | 3 | English and Speech:       |                       |
| BUS 229 Finance                 | 3 | English 101, 102, 103     | 9                     |
|                                 |   | Speech 251                | 3                     |

SEQUENCE THAT COURSES WILL BE SCHEDULED

|               |                                 | Qtr. Hrs. |                |                         | Qtr. Hrs. |
|---------------|---------------------------------|-----------|----------------|-------------------------|-----------|
| Course Title  |                                 | Credit    | Course Title   |                         | Credit    |
| FIRST QUARTER |                                 |           | SECOND QUARTER |                         |           |
| ENG 101       | English                         | 3         | ENG 102        | English                 | 3         |
| BUS 152       | Intro. to Business              | 5         | BUS 151        | Business Law            | 3         |
| BUS 123       | Business Mathematics            | 4         | BUS 120        | Office Machines         | 4         |
| BUS 161       | Accounting Principles           | 4         | BUS 162        | Accounting Principles   | 4         |
| BUS 150       | Business Law                    | 3         | ECO 251        | Macroeconomics          | 5         |
| THIRD QUARTER |                                 |           | FOURTH QUARTER |                         |           |
| ENG 103       | English                         | 3         | BUS 241        | Intermediate Accounting | 4         |
| BUS 163       | Accounting Principles           | 4         | BUS 244        | Cost Accounting         | 4         |
| ECO 252       | Microeconomics                  | 5         | BUS 228        | Finance                 | 3         |
| BUS 153       | Typewriting (waived for 30 wpm) | 3         | BUS 224        | Business Management     | 5         |
|               | Elective                        | 3         |                |                         |           |
| FIFTH QUARTER |                                 |           | SIXTH QUARTER  |                         |           |
| BUS 242       | Intermediate Accounting         | 4         | BUS 243        | Intermediate Accounting | 4         |
| BUS 248       | Auditing                        | 4         | BUS 246        | Taxes                   | 4         |
| BUS 136       | Personal Development            | 3         | SPH 251        | Speech                  | 3         |
| EDP 151       | Intro. to Data Processing       | 4         | BUS 220        | Business Communications | 3         |
| BUS 229       | Finance                         | 3         |                | Elective                | 4         |

AGRICULTURAL SCIENCE (T-126)

ASSOCIATE OF APPLIED SCIENCE DEGREE

Science has done many things to make the farmer’s work easier and more profitable. Technological advances in agricultural production practices promise to come at an ever-increasing rate. Those who are producing, processing or marketing agricultural products, as well as those working with suppliers of commodities used in agriculture must know how to use and apply modern agricultural practices. The course of study in Agricultural Science is organized to provide technical training for those who will be taking part in agricultural production in the years ahead.

This curriculum is designed primarily for persons involved in farming or agricultural related enterprises. The courses are planned to provide technical, scientific, and managerial concepts which supplement and relate to the experiences of the student in his employment. The basic knowledge and skills of farming operations involving crops and livestock are included to insure a continuity of the theory and the practical aspects of farming. Courses provide opportunities to gain knowledge and skills in crop and livestock production; managing the farm business; repairing, maintaining and equipping the operation; laws and taxes; and long-range planning and forecasting.

Job opportunities for graduates of the Agricultural Science curriculum are available in managing farm enterprises, selling agricultural products in farm supply stores and inspecting farm products.

AGRICULTURAL SCIENCE CURRICULUM

|               |                          | Qtr. Hrs. |                |                       | Qtr. Hrs. |
|---------------|--------------------------|-----------|----------------|-----------------------|-----------|
| Course Title  |                          | Credit    |                |                       | Credit    |
| FIRST QUARTER |                          |           | SECOND QUARTER |                       |           |
| AGR 100       | Agricultural Orientation | 1         | SOC 101        | Community Involvement | 5         |
| ENG 101       | Grammar I                | 3         | ENG 102        | Composition           | 3         |



|               |                                |   |                |                              |   |
|---------------|--------------------------------|---|----------------|------------------------------|---|
| CHM 102       | Chemistry (AG)                 | 4 | ECO 103        | Economics of Agriculture     | 3 |
| AGR 106       | Field Crops                    | 4 | AGR 108        | Soil Management              | 3 |
| AGR 203       | Agriculture Mathematics        | 5 |                | Elective                     | 3 |
| THIRD QUARTER |                                |   | FOURTH QUARTER |                              |   |
| AGR 104       | Animal Science                 | 5 | AGR 110        | Farm Business Management     | 5 |
| AGR 107       | Agriculture Machinery          | 5 | AGR 212        | Dairy & Beef Production      | 5 |
| AGR 105       | Agriculture Records & Accounts | 4 | AGR 213        | Forage Crop Production       | 5 |
|               | Elective                       | 3 |                | Elective                     | 3 |
| FIFTH QUARTER |                                |   | SIXTH QUARTER  |                              |   |
| HOR 103       | General Horticulture           | 4 | AGR 201        | Agriculture Chemicals        | 4 |
| AGR 217       | Soil Fertility                 | 3 | AGR 202        | Plant Identification and Use | 5 |
| AGR 208       | Livestock Diseases & Parasites | 4 | AGR 204        | General Poultry Science      | 4 |
| AGR 220       | Agriculture Marketing & Sales  | 4 | AGR 221        | Agribusiness Awareness       | 2 |

**BUSINESS ADMINISTRATION (T-018)**  
**ASSOCIATE IN APPLIED SCIENCE DEGREE**

The Business Administration curriculum is designed to provide the student with a broad background in the major areas of business. Prime emphasis is given to the many phases of administrative office work encountered in the average business. This curriculum is designed to give the student the option of specializing in Marketing and Retailing or in Business Management in the sophomore year.

The Business Administration curriculum prepares the student to enter business in the areas of marketing, retailing, and management at the following levels depending on the student’s experience, attitudes, and proficiency: sales representative trainee, customer service representative trainee, retail store manager trainee, administrative assistant trainee, assistant office manager, bank trainee, credit analyst trainee, assistant personnel manager, insurance adjuster trainee, credit investigator.

**BUSINESS ADMINISTRATION CURRICULUM**

|                                   |     |                           |                       |
|-----------------------------------|-----|---------------------------|-----------------------|
| Core Courses                      | 59  | Core Courses:             |                       |
| English and Speech                | 12  | Accounting Principles     | 12                    |
| Major Requirements                | 31  | Business Communications   | 3                     |
| Electives                         | 6   | Business Law              | 6                     |
| Total                             | 108 | Business Management       | 5                     |
|                                   |     | Business Math             | 4                     |
| Major requirements for the        |     | Intro. to Business        | 5                     |
| Marketing-Retailing Option:       |     | Intro. to Data Processing | 4                     |
| BUS 228 Finance                   | 3   | Office Machines           | 4                     |
| BUS 225 Principles of Marketing   | 5   | Personal Development      | 3                     |
| BUS 229 Finance                   | 3   | Typewriting               | 3 (waived for 30 wpm) |
| BUS 240 Advertising               | 3   | Economics                 | 10                    |
| BUS 237 Retailing                 | 3   | English and Speech:       |                       |
| BUS 223 Principles of Selling     | 3   | English 101, 102, 103     | 9                     |
| BUS 239 Buying and Merchandising  | 3   | Speech 251                | 3                     |
| BUS 131 Industrial Marketing      | 5   |                           |                       |
| BUS 134 Principles of Supervision | 3   |                           |                       |

**SEQUENCE THAT COURSES WILL BE SCHEDULED FOR THE MARKETING-RETAILING OPTION**

| Course Title  | Qtr.                            | Hrs.   | Course Title   | Qtr.                      | Hrs.   |
|---------------|---------------------------------|--------|----------------|---------------------------|--------|
|               |                                 | Credit |                |                           | Credit |
| FIRST QUARTER |                                 |        | SECOND QUARTER |                           |        |
| ENG 101       | English                         | 3      | ENG 102        | English                   | 3      |
| BUS 161       | Accounting                      | 4      | BUS 162        | Accounting                | 4      |
| BUS 152       | Intro. to Business              | 5      | EDP 151        | Intro. to Data Processing | 4      |
| BUS 123       | Business Mathematics            | 4      | BUS 120        | Office Machines           | 4      |
|               | Elective                        | 3      | BUS 136        | Personal Development      | 3      |
| THIRD QUARTER |                                 |        | FOURTH QUARTER |                           |        |
| ENG 103       | English                         | 3      | ECO 251        | Macroeconomics            | 5      |
| BUS 163       | Accounting                      | 4      | BUS 150        | Business Law              | 3      |
| SPH 251       | Speech                          | 3      | BUS 224        | Business Management       | 5      |
| BUS 220       | Business Communications         | 3      | BUS 228        | Finance                   | 3      |
| BUS 153       | Typewriting (waived for 30 wpm) | 3      |                | Elective                  | 3      |

| FIFTH QUARTER |                         |   | SIXTH QUARTER |                           |   |
|---------------|-------------------------|---|---------------|---------------------------|---|
| BUS 225       | Principles of Marketing | 5 | BUS 237       | Retailing                 | 3 |
| ECO 252       | Microeconomics          | 5 | BUS 223       | Selling                   | 3 |
| BUS 151       | Business Law            | 3 | BUS 239       | Buying and Merchandising  | 3 |
| BUS 229       | Finance                 | 3 | BUS 134       | Principles of Supervision | 3 |
| BUS 240       | Advertising             | 3 | BUS 131       | Industrial Marketing      | 5 |

Major requirements for Business Management Option:

|         |                           |   |
|---------|---------------------------|---|
| BUS 226 | Office Management         | 5 |
| BUS 234 | Personnel Management      | 3 |
| BUS 225 | Principles of Marketing   | 5 |
| BUS 238 | Business Insurance        | 5 |
| BUS 246 | Taxes                     | 4 |
| BUS 228 | Finance                   | 3 |
| BUS 229 | Finance                   | 3 |
| BUS 134 | Principles of Supervision | 3 |

SEQUENCE THAT COURSES WILL BE SCHEDULED FOR BUSINESS MANAGEMENT OPTION

| Course Title  |                                 | Qtr. Hrs. | Course Title   |                           | Qtr. Hrs. |
|---------------|---------------------------------|-----------|----------------|---------------------------|-----------|
|               |                                 | Credit    |                |                           | Credit    |
| FIRST QUARTER |                                 |           | SECOND QUARTER |                           |           |
| ENG 101       | English                         | 3         | ENG 102        | English                   | 3         |
| BUS 161       | Accounting                      | 4         | BUS 162        | Accounting                | 4         |
| BUS 152       | Intro. to Business              | 5         | EDP 151        | Intro. to Data Processing | 4         |
| BUS 123       | Business Mathematics            | 4         | BUS 120        | Office Machines           | 4         |
|               | Elective                        | 3         | BUS 136        | Personal Development      | 3         |
| THIRD QUARTER |                                 |           | FOURTH QUARTER |                           |           |
| ENG 103       | English                         | 3         | ECO 251        | Macroeconomics            | 5         |
| BUS 163       | Accounting                      | 4         | BUS 150        | Business Law              | 3         |
| SPH 251       | Speech                          | 3         | BUS 224        | Business Management       | 5         |
| BUS 220       | Business Communications         | 3         | BUS 228        | Finance                   | 3         |
| BUS 153       | Typewriting (waived for 30 wpm) | 3         | BUS 234        | Personnel Management      | 3         |
| FIFTH QUARTER |                                 |           | SIXTH QUARTER  |                           |           |
| ECO 252       | Microeconomics                  | 5         | BUS 226        | Office Management         | 5         |
| BUS 151       | Business Law                    | 3         | BUS 134        | Principles of Supervision | 3         |
| BUS 225       | Principles of Marketing         | 5         | BUS 238        | Business Insurance        | 5         |
| BUS 229       | Finance                         | 3         | BUS 246        | Taxes                     | 4         |
|               | Elective                        | 3         |                |                           |           |

CRIMINAL JUSTICE—PROTECTIVE SERVICE TECHNOLOGY (T-129)  
ASSOCIATE IN APPLIED SCIENCE DEGREE

Criminal Justice—Protective Service Technology is a program that covers law enforcement, security services, and correction. In the last decade these specialty areas have evolved into highly complex professions requiring a variety of skills and special knowledge in criminal law, counseling, surveillance, criminalistics, psychology, and sociology.

This curriculum is designed with a core of courses to afford the student the opportunity to acquire basic skills and knowledge and then to specialize in one of three areas. The law enforcement option provides an opportunity for specialized study in such areas as criminal law, criminalistics, criminal investigation, and traffic enforcement. The security services option provides an opportunity for specialized study in such arts as surveillance, security systems, accident investigation, fire prevention, and common carrier protection. The correction option provides an opportunity for specialized study in such areas as counseling, administration of confinement facilities, correction law, rehabilitation, paroles, probation, and pardons.

CRIMINAL JUSTICE—PROTECTIVE SERVICE TECHNOLOGY CORE CURRICULUM

| Course Title  |               | Qtr. Hrs. | Course Title   |                              | Qtr. Hrs. |
|---------------|---------------|-----------|----------------|------------------------------|-----------|
|               |               | Credit    |                |                              | Credit    |
| FIRST QUARTER |               |           | SECOND QUARTER |                              |           |
| ENG 101       | Grammar       | 3         | ENG 102        | English Composition          | 3         |
| BUS 123       | Business Math | 4         | POL 251        | American National Government | 5         |



|                          |  |   |               |   |   |
|--------------------------|--|---|---------------|---|---|
| CJC 101                  | Introduction to Criminal Justice         | 5 | CJC 102       | Criminology                                     | 5 |
| PSY 151                  | Introduction to Psychology               | 5 | CJC 115       | Criminal Law                                    | 3 |
| THIRD QUARTER            |  |   | PSY 201       | Applied Psychology in Human Relations or        | 3 |
| POL 261                  | State/Local Government                   | 5 | SOC           | Elective (271, 151)                             |   |
| CJC 125                  | Criminal Procedure                       | 5 |               |   |   |
| CJC 110                  | Juvenile Delinquency                     | 5 |               |   |   |
| HEA 251                  | First Aid                                | 3 |               |   |   |
| LAW ENFORCEMENT OPTION   |  |   |               |   |   |
| FOURTH QUARTER           |  |   | FIFTH QUARTER |   |   |
| ENG 103                  | Report Writing                           | 3 | CHM           | Criminal Justice Chemistry                      | 5 |
| SPH 251                  | Public Speaking                          | 3 | CJC 202       | Traffic Enforcement                             | 5 |
| CJC 205                  | Criminal Evidence                        | 5 | CJC 217       | Patrol Administration                           | 3 |
| CJC 206                  | Community Relations                      | 3 | CJC 203       | Corrections                                     | 3 |
| CJC 216                  | Advanced Criminal Law                    | 3 |               | Elective  | 3 |
| SIXTH QUARTER            |  |   |               |   |   |
| CJC 210                  | Criminal Investigation                   | 5 |               |   |   |
| CJC 211                  | Criminalistics                           | 5 |               |   |   |
| CJC 220                  | Police Organization & Administration     | 5 |               |   |   |
|                          | Elective                                 | 3 |               |   |   |
| CORRECTIONS OPTION       |  |   |               |   |   |
| FOURTH QUARTER           |  |   | FIFTH QUARTER |   |   |
| ENG 103                  | Report Writing                           | 3 | CJC 203       | Corrections                                     | 3 |
| SPH 251                  | Public Speaking                          | 3 | PSY 203       | Adolescent Psychology                           | 3 |
| SOC 271                  | Social Problems or                       | 3 | CJC 207       | Confinement Facilities Admin.                   | 3 |
| PSY 201                  | Applied Psychology in Human Relations    |   | CJC 209       | Correction Law                                  | 3 |
| PSY 229                  | Abnormal Psychology                      | 3 | CJC 230       | Counseling                                      | 3 |
| CJC 206                  | Community Relations                      | 3 | CJC 234       | Community-Based Corrections                     | 3 |
| SIXTH QUARTER            |  |   |               |   |   |
| CJC 223                  | Correction Counseling                    | 4 |               |   |   |
| CJC 204                  | Paroles, Probation & Pardons             | 3 |               |   |   |
| CJC 224                  | Rehabilitation                           | 3 |               |   |   |
| CJC 201                  | N. C. Juvenile Detention and Corrections | 3 |               |   |   |
| CJC 221                  | Correction Administration                | 3 |               |   |   |
|                          | Elective                                 | 3 |               |   |   |
| SECURITY SERVICES OPTION |  |   |               |   |   |
| FOURTH QUARTER           |  |   | FIFTH QUARTER |   |   |
| ENG 103                  | Report Writing                           | 3 | CJC 240       | Security Systems                                | 5 |
| SPH 251                  | Public Speaking                          | 3 | CJC 241       | Property Control                                | 3 |
| SOC 271                  | Social Problems or                       | 3 | CJC 242       | Common Carrier Protection                       | 3 |
| PSY 201                  | App. Psychology in Human Relations       |   | CJC 243       | Industrial Accident Investigation and Reporting | 3 |
| PSY 229                  | Abnormal Psychology                      | 3 | CJC 244       | Civil & Criminal Legal Responsibility           | 3 |
| CJC 206                  | Community Relations                      | 3 |               |   |   |
|                          | Elective                                 | 3 |               |   |   |
| SIXTH QUARTER            |  |   |               |   |   |
| CJC 245                  | Electronic Detection & Polygraph         | 5 |               |   |   |
| CJC 246                  | Security Investigation                   | 3 |               |   |   |
| CJC 247                  | Retail Security                          | 3 |               |   |   |
| CJC 248                  | Fire Prevention and Security             | 3 |               |   |   |
| CJC 249                  | Surveillance Techniques                  | 3 |               |   |   |

**ELECTRONIC DATA PROCESSING (T-022)**  
**ASSOCIATE IN APPLIED SCIENCE DEGREE**

The Electronic Data Processing curriculum is designed to prepare the student for employment in a number of occupational specialties required by a large computer system and at the same time provide a theoretical foundation sufficient for advancement in the data processing profession.

The graduate of the Electronic Data Processing curriculum may be employed by a business using a large computer system as a key punch operator, computer operator, programmer, systems analyst, and supervisor trainee.

| ELECTRONIC DATA PROCESSING CURRICULUM |     |                           |                       |
|---------------------------------------|-----|---------------------------|-----------------------|
| Core Courses                          | 59  | Core Courses:             |                       |
| English and Speech                    | 12  | Accounting Principles     | 12                    |
| Major Requirements                    | 36  | Business Communications   | 3                     |
| Electives                             | 2   | Business Law              | 6                     |
| Total                                 | 109 | Business Management       | 5                     |
|                                       |     | Business Math             | 4                     |
| Major Requirements:                   |     | Intro. to Business        | 5                     |
| EDP 101 Logic and Decision Making     | 3   | Intro. to Data Processing | 4                     |
| EDP 102 Cobol                         | 4   | Office Machines           | 4                     |
| EDP 201 RPG II                        | 4   | Personal Development      | 3                     |
| EDP 203 Systems                       | 4   | Typewriting               | 3 (waived for 30 wpm) |
| EDP 202 RPG II                        | 4   | Economics                 | 10                    |
| EDP 204 Systems                       | 4   |                           |                       |
| EDP 205 Project                       | 5   | English and Speech:       |                       |
| BUS 244 Cost Accounting               | 4   | English 101, 102, 103     | 9                     |
| BUS 246 Taxes                         | 4   | Speech 251                | 3                     |

**SEQUENCES THAT COURSES WILL BE SCHEDULED FOR THE DATA PROCESSING CURRICULUM**

| Course Title                            | Qtr. | Hrs. | Credit | Course Title                    | Qtr. | Hrs. | Credit |
|---|------|------|--------|---------------------------------|------|------|--------|
| FIRST QUARTER                           |      |      |        | SECOND QUARTER                  |      |      |        |
| ENG 101 English                         |      |      | 3      | ENG 102 English                 |      |      | 3      |
| BUS 161 Accounting Principles           |      |      | 4      | BUS 162 Accounting Principles   |      |      | 4      |
| EDP 151 Intro. to Data Processing       |      |      | 4      | EDP 101 Logic & Decision Making |      |      | 3      |
| BUS 123 Business Math                   |      |      | 4      | ECO 251 Macroeconomics          |      |      | 5      |
| BUS 152 Intro. to Business              |      |      | 5      | Elective                        |      |      | 2      |
| THIRD QUARTER                           |      |      |        | FOURTH QUARTER                  |      |      |        |
| ENG 103 English                         |      |      | 3      | BUS 244 Cost Accounting         |      |      | 4      |
| BUS 163 Accounting Principles           |      |      | 4      | EDP 201 RPG II                  |      |      | 4      |
| EDP 102 Cobol                           |      |      | 4      | BUS 224 Business Management     |      |      | 5      |
| ECO 252 Microeconomics                  |      |      | 5      | BUS 150 Business Law            |      |      | 3      |
| BUS 153 Typewriting (waived for 30 wpm) |      |      | 3      | EDP 203 Systems                 |      |      | 4      |
| FIFTH QUARTER                           |      |      |        | SIXTH QUARTER                   |      |      |        |
| EDP 202 RPG II                          |      |      | 4      | EDP 205 Final Project           |      |      | 5      |
| BUS 120 Office Machines                 |      |      | 4      | BUS 220 Business Communications |      |      | 3      |
| BUS 151 Business Law                    |      |      | 3      | SPH 251 Speech                  |      |      | 3      |
| BUS 136 Personal Development            |      |      | 3      | BUS 246 Taxes                   |      |      | 4      |
| EDP 204 Systems                         |      |      | 4      |                                 |      |      |        |

**EXECUTIVE SECRETARY (T-030)**  
**ASSOCIATE IN APPLIED SCIENCE DEGREE**

The Executive Secretary curriculum is designed to prepare students to assume responsible positions in the secretarial profession.

The graduate of the Executive Secretary curriculum may be employed in a secretarial position in a variety of offices in businesses such as insurance companies, banks, marketing institutions, and financial firms.



Executive secretaries are expected to possess high-level skills, which include the ability to perform the following tasks: type, take dictation, transcribe from shorthand notes and from dictating machines, compose communications, handle telephone calls, greet visitors, plan and organize the work of employers as well as their own work, supervise office workers, conduct research, arrange meetings, take minutes, arrange for travel, keep office records, set up and maintain files, process mail, maintain inventory of supplies, place orders, use equipment, etc.

EXECUTIVE SECRETARY CURRICULUM

|                                  |     |                           |   |
|----------------------------------|-----|---------------------------|---|
| Core Courses                     | 40  | Core Courses:             |   |
| English and Speech               | 12  | Accounting Principles     | 8 |
| Major Requirements               | 52  | Office Management         | 5 |
| Electives                        | 4   | Business Law              | 6 |
| Total                            | 108 | Intro. to Data Processing | 4 |
|                                  |     | Business Math             | 4 |
| Major Requirements:              |     | Office Machines           | 4 |
| BUS 154, 155, 201, 202, 203      | 15  | Typewriting               | 3 |
| Typewriting                      |     | Personal Development      | 3 |
| BUS 156, 157, 158, 211, 212, 213 | 24  | Business Communications   | 3 |
| Shorthand                        |     |                           |   |
| BUS 221, 222 Office Procedures   | 6   | English and Speech:       |   |
| BUS 122 Filing                   | 3   | English 101, 102, 103     | 9 |
| BUS 121 Machine Transcription    | 4   | Speech 251                | 3 |

SEQUENCE THAT COURSES WILL BE SCHEDULED

| Course Title                     | Qtr. Hrs. | Credit | Course Title                      | Qtr. Hrs. | Credit |
|----------------------------------|-----------|--------|-----------------------------------|-----------|--------|
| FIRST QUARTER                    |           |        | SECOND QUARTER                    |           |        |
| ENG 101 English                  |           | 3      | ENG 102 English                   |           | 3      |
| BUS 153 Typewriting              |           | 3      | BUS 154 Typewriting               |           | 3      |
| BUS 156 Shorthand                |           | 4      | BUS 157 Shorthand                 |           | 4      |
| BUS 122 Filing                   |           | 3      | BUS 221 Office Procedures         |           | 3      |
| BUS 123 Business Math            |           | 4      | EDP 151 Intro. to Data Processing |           | 4      |
|                                  |           |        | Elective                          |           | 1      |
| THIRD QUARTER                    |           |        | FOURTH QUARTER                    |           |        |
| ENG 103 English                  |           | 3      | BUS 201 Typewriting               |           | 3      |
| BUS 155 Typewriting              |           | 3      | BUS 211 Shorthand Dictation and   |           | 4      |
| BUS 158 Shorthand                |           | 4      | Transcription                     |           |        |
| SPH 251 Speech                   |           | 3      | BUS 150 Business Law              |           | 3      |
| BUS 222 Office Procedures        |           | 3      | BUS 161 Principles of Accounting  |           | 4      |
| Elective                         |           | 3      | BUS 120 Office Machines           |           | 4      |
| FIFTH QUARTER                    |           |        | SIXTH QUARTER                     |           |        |
| BUS 162 Principles of Accounting |           | 4      | BUS 220 Business Communications   |           | 3      |
| BUS 202 Typewriting              |           | 3      | BUS 203 Typewriting               |           | 3      |
| BUS 212 Shorthand Dictation and  |           | 4      | BUS 213 Shorthand Dictation and   |           | 4      |
| Transcription                    |           |        | Transcription                     |           |        |
| BUS 151 Business Law             |           | 3      | BUS 226 Office Management         |           | 5      |
| BUS 121 Machine Transcription    |           | 4      | BUS 136 Personal Development      |           | 3      |

GENERAL OFFICE TECHNOLOGY (T-033)  
ASSOCIATE IN APPLIED SCIENCE DEGREE

The General Office Technology curriculum is designed to prepare students in the basic skills necessary for initial office work of a general nature. The students should also develop an understanding of office organization and office routines which will enable them to adapt to the diversified opportunities available in office employment.

A graduate of the General Office Technology curriculum may be employed in a variety of office positions such as clerk-typists, file clerks, mail clerks, receptionists, and machine transcribers.

| GENERAL OFFICE TECHNOLOGY CURRICULUM |     |                           |   |
|--------------------------------------|-----|---------------------------|---|
| Core Courses                         | 53  | Core Courses:             |   |
| English and Speech                   | 12  | Accounting                | 8 |
| Major Requirements                   | 37  | Intro. to Business        | 5 |
| Electives                            | 6   | Business Law              | 6 |
| Total                                | 108 | Intro. to Data Processing | 4 |
|                                      |     | Business Math             | 4 |
| Major Requirements:                  |     | Office Machines           | 4 |
| Office Procedures                    | 6   | Typewriting               | 3 |
| Machine Transcription                | 4   | Personal Development      | 3 |
| Filing                               | 3   | Business Communications   | 3 |
| Typewriting                          | 15  | Principles of Supervision | 3 |
| Office Management                    | 5   | Economics                 |   |
| Taxes                                | 4   | English and Speech:       |   |
|                                      |     | English 101, 102, 103     | 9 |
|                                      |     | Speech 251                | 3 |

#### SEQUENCE THAT COURSES WILL BE SCHEDULED

| Course Title  |                       | Qtr. Hrs. | Course Title   |                           | Qtr. Hrs. |
|---------------|-----------------------|-----------|----------------|---------------------------|-----------|
|               |                       | Credit    |                |                           | Credit    |
| FIRST QUARTER |                       |           | SECOND QUARTER |                           |           |
| ENG 101       | English               | 3         | ENG 102        | English                   | 3         |
| BUS 153       | Typewriting           | 3         | BUS 154        | Typewriting               | 3         |
| BUS 122       | Filing                | 3         | BUS 221        | Office Procedures         | 3         |
| BUS 123       | Business Mathematics  | 4         | BUS 121        | Machine Transcription     | 4         |
| BUS 120       | Office Machines       | 4         | EDP 151        | Intro. to Data Processing | 4         |
| THIRD QUARTER |                       |           | FOURTH QUARTER |                           |           |
| ENG 103       | English               | 3         | BUS 201        | Typewriting               | 3         |
| BUS 155       | Typewriting           | 3         | BUS 161        | Accounting Principles     | 4         |
| BUS 136       | Personal Development  | 3         | BUS 150        | Business Law              | 3         |
| BUS 222       | Office Procedures     | 3         | BUS 152        | Intro. to Business        | 5         |
| SPH 251       | Speech                | 3         | ECO 251        | Macroeconomics            | 5         |
|               | Elective              | 3         |                |                           |           |
| FIFTH QUARTER |                       |           | SIXTH QUARTER  |                           |           |
| BUS 202       | Typewriting           | 3         | BUS 203        | Typewriting               | 3         |
| ECO 252       | Microeconomics        | 5         | BUS 220        | Business Communications   | 3         |
| BUS 151       | Business Law          | 3         | BUS 246        | Taxes                     | 4         |
| BUS 162       | Accounting Principles | 4         | BUS 134        | Principles of Supervision | 3         |
|               | Elective              | 3         | BUS 226        | Office Management         | 5         |

#### GUIDED STUDIES (T-099)

This program is designed for those students who have no desire to work toward a degree, but want to take technical courses. As soon as a student decides to work toward a degree, he should notify the college so that he can be properly advised of requirements for the degree, and what he must do to meet those requirements.

#### INDUSTRIAL MANAGEMENT (T-049) ASSOCIATE IN APPLIED SCIENCE DEGREE

The Industrial Management curriculum is designed to prepare the student for supervisory and management training responsibilities in industry. The student should acquire human relation and communication skills as well as an understanding of proper production methods.

The graduate of the Industrial Management curriculum may be employed by a variety of manufacturing businesses either in a supervisory or management training program.



INDUSTRIAL MANAGEMENT CURRICULUM

|                                       |     |                           |                       |
|---------------------------------------|-----|---------------------------|-----------------------|
| Core Courses                          | 44  | Core Courses:             |                       |
| English and Speech                    | 12  | Business Law              | 6                     |
| Major Requirements                    | 46  | Business Management       | 5                     |
| Electives                             | 6   | Business Math             | 4                     |
| Total                                 | 108 | Intro. to Business        | 5                     |
|                                       |     | Intro. to Data Processing | 4                     |
| Major Requirements:                   |     | Office Machines           | 4                     |
| BUS 130 Principles of Ind. Management | 5   | Personal Development      | 3                     |
| BUS 135 Work Measurement              | 5   | Typewriting               | 3 (waived for 30 wpm) |
| BUS 133 Industrial Safety             | 5   | Economics                 | 10                    |
| BUS 134 Principles of Supervision     | 3   |                           |                       |
| BUS 234 Personnel Management          | 3   | English and Speech:       |                       |
| BUS 235 Production Planning           | 5   | English 101, 102, 103     | 9                     |
| BUS 232 Labor Economics & Relations   | 5   | Speech 251                | 3                     |
| BUS 230 Quality Control               | 4   |                           |                       |
| BUS 233 Foremanship Supervision       | 3   |                           |                       |
| BUS 228 Finance                       | 3   |                           |                       |
| BUS 225 Principles of Marketing       | 5   |                           |                       |

SEQUENCE THAT COURSES WILL BE SCHEDULED

| Course Title                            | Qtr. Hrs. | Course Title                                | Qtr. Hrs. |
|---|-----------|---|-----------|
| Credit                                  |           | Credit                                      |           |
| FIRST QUARTER                           |           | SECOND QUARTER                              |           |
| ENG 101 English                         | 3         | ENG 102 English                             | 3         |
| BUS 123 Business Mathematics            | 4         | ECO 252 Microeconomics                      | 5         |
| BUS 152 Intro. to Business              | 5         | BUS 151 Business Law                        | 3         |
| ECO 251 Macroeconomics                  | 5         | BUS 130 Principles of Industrial Management | 5         |
| BUS 150 Business Law                    | 3         |   |           |
| THIRD QUARTER                           |           | FOURTH QUARTER                              |           |
| ENG 103 English                         | 3         | BUS 233 Foremanship Supervision             | 3         |
| BUS 135 Work Measurement                | 5         | BUS 234 Personnel Management                | 3         |
| BUS 134 Principles of Supervision       | 3         | BUS 224 Business Management                 | 5         |
| BUS 153 Typewriting (waived for 30 wpm) | 3         | BUS 235 Production Planning                 | 5         |
| Elective                                | 3         | BUS 228 Finance                             | 3         |
| FIFTH QUARTER                           |           | SIXTH QUARTER                               |           |
| EDP 151 Intro. to Data Processing       | 4         | BUS 230 Quality Control                     | 4         |
| BUS 120 Office Machines                 | 4         | SPH 251 Speech                              | 3         |
| BUS 133 Industrial Safety               | 5         | BUS 232 Labor Economics & Relations         | 5         |
| BUS 136 Personal Development            | 3         | Electives                                   | 3         |
| BUS 225 Principles of Marketing         | 5         |   |           |

TEACHER ASSOCIATE (T-088)  
ASSOCIATE IN APPLIED SCIENCE DEGREE

Students who successfully complete this program should be able to find employment in a public school as a teacher’s aide. The program is so designed that they should have no difficulty transferring to a senior institution to complete the bachelor’s degree if they choose.

TEACHER ASSOCIATE CURRICULUM

| Course Title                      | Qtr. Hrs. | Course Title                      | Qtr. Hrs. |
|-----------------------------------|-----------|-----------------------------------|-----------|
| Credit                            |           | Credit                            |           |
| FIRST QUARTER                     |           | SECOND QUARTER                    |           |
| ENG 151 Grammar                   | 3         | ENG 152 Composition               | 3         |
| SOC 151 Intro. to Sociology       | 5         | HIS 152 History - Civilization or | 5         |
| HIS 151 History - Civilization or | 5         | 252 U. S. History                 |           |
| 251 U. S. History                 |           | EDU 100 Inst. Media               | 3         |
| RDG 151 Reading                   | 3         | ENG 150 Resource Materials        | 1         |
| Elective                          | 3         | PSY 151 Intro. to Psychology      | 5         |

|               |                           |   |                |                             |   |
|---------------|---------------------------|---|----------------|-----------------------------|---|
| THIRD QUARTER |                           |   | FOURTH QUARTER |                             |   |
| ENG 153       | Composition               | 3 | MAT 151        | Fundamentals of Mathematics | 5 |
| EDU 261       | Intro. to Education       | 3 | HIS 161        | N. C. History               | 5 |
| BUS 153       | Typewriting               | 3 | PSY 261        | Ed. Psychology              | 5 |
| SPH 251       | Public Speaking           | 3 | EDU 101        | Teacher's Aide Internship   | 5 |
| EDU 104       | Administering Tests       | 3 |                |                             |   |
| HEA 251       | First Aid                 | 3 |                |                             |   |
| FIFTH QUARTER |                           |   | SIXTH QUARTER  |                             |   |
| ART 180       | Art Appreciation          | 5 | SOC 271        | Soc. Problems               | 3 |
| BUS 120       | Office Machines           | 4 | SOC 261        | Marriage & the Family       | 5 |
| MUS 285       | Music Appreciation        | 3 | EDU 103        | Teacher's Aide Internship   | 5 |
| HEA 252       | Community Health          | 3 |                | Elective                    | 3 |
| EDU 102       | Teacher's Aide Internship | 5 |                |                             |   |

VETERAN FARMER TRAINING PROGRAM (T-017)  
ASSOCIATE IN APPLIED SCIENCE DEGREE

The Iredell County Veteran Farmer Training Program is designed to give the student an opportunity to continue farming and at the same time learn more about this farming program. Courses will fit the needs of students and be offered concurrently with students’ farming programs. Classes are generally held two times each week from 5 to 10 p.m. Only those students who are engaged in suitable agricultural employment will be eligible to enroll. If a student fails to continue to meet the agricultural employment requirements of the Veterans Administration, his eligibility will be terminated.

Objectives of Veteran Farmer Training Program:

1. To train veterans qualifying for educational assistance to go into the business of farming.
2. To develop managerial abilities necessary for efficiency in farming.
3. To aid the veteran to further develop an awareness of his responsibility as a citizen in the community.

VETERAN FARMER TRAINING PROGRAM CURRICULUM

| Course Title     | Qtr.                           | Hrs. | Credit |                 | Qtr.                     | Hrs. | Credit |
|------------------|--------------------------------|------|--------|-----------------|--------------------------|------|--------|
| FIRST QUARTER    |                                |      |        | SECOND QUARTER  |                          |      |        |
| AGR 104          | Animal Science                 | 5    |        | AGR 125         | Farm Construction I      | 6    |        |
| AGR 120          | Farm Welding I                 | 3    |        |                 |                          |      |        |
| THIRD QUARTER    |                                |      |        | FOURTH QUARTER  |                          |      |        |
| AGR 102          | Plant Science                  | 5    |        | AGR 216         | Animal Nutrition         | 4    |        |
| AGR 121          | Farm Welding II                | 3    |        | AGR 122         | Small Gasoline Engines   | 4    |        |
| FIFTH QUARTER    |                                |      |        | SIXTH QUARTER   |                          |      |        |
| AGR 109          | Soil Science & Fertilizers     | 4    |        | AGR 126         | Farm Construction II     | 6    |        |
| AGR 123          | Farm Tractor Mechanics I       | 4    |        |                 |                          |      |        |
| SEVENTH QUARTER  |                                |      |        | EIGHTH QUARTER  |                          |      |        |
| AGR 201          | Agricultural Chemicals I       | 4    |        | AGR 110         | Farm Business Management | 5    |        |
| AGR 124          | Farm Tractor Mechanics II      | 4    |        | AGR 210         | Farm Electrification I   | 3    |        |
| NINTH QUARTER    |                                |      |        | TENTH QUARTER   |                          |      |        |
| AGR 212          | Dairy and Beef Production      | 5    |        | AGR 127         | Farm Construction III    | 6    |        |
| AGR 211          | Farm Electrification II        | 3    |        |                 |                          |      |        |
| ELEVENTH QUARTER |                                |      |        | TWELFTH QUARTER |                          |      |        |
| AGR 208          | Livestock Diseases & Parasites | 4    |        | AGR 103         | General Horticulture     | 4    |        |
| AGR 106          | Field Crops                    | 4    |        | AGR 204         | General Poultry Science  | 4    |        |

PROGRAM EXTENSION

|                    |                              |   |  |                    |             |   |  |
|--------------------|------------------------------|---|--|--------------------|-------------|---|--|
| THIRTEENTH QUARTER |                              |   |  | FOURTEENTH QUARTER |             |   |  |
| AGR 202            | Plant Identification and Use | 4 |  | AGR 205            | Woodworking | 6 |  |
| AGR 203            | Agriculture Mathematics      | 5 |  |                    |             |   |  |
| FIFTEENTH QUARTER  |                              |   |  |                    |             |   |  |
| AGR 206            | Plumbing                     | 4 |  |                    |             |   |  |
| AGR 207            | Agricultural Dhemicals II    | 4 |  |                    |             |   |  |



VOCATIONAL PROGRAMS

AIR CONDITIONING AND REFRIGERATION (V-024)  
DIPLOMA PROGRAM

In recent years the use of air conditioning and refrigeration equipment has increased tremendously. Practically all new building construction for business and commercial use have “all year” comfort systems. Many homes now have air conditioning and the trend is toward greater use of “all year” systems in freezing, storage, and display of products. With this great upswing in the use of air conditioning and refrigeration equipment, a greater demand is made on trained personnel to install, operate, maintain and service this equipment.

This curriculum is designed to give the students practical knowledge that will enable them to become capable service men in the industry. The principle objective has been to outline the required technical and related instruction to enable them to understand the basic principles involved in the construction, operation, and maintenance of equipment. Job opportunities exist with companies that specialize in air conditioning, automatic heating, sheet metal and commercial refrigeration installation and service. The service man is employable in areas of sales, maintenance, installation and in the growing fields of truck and trailer refrigeration.

The air conditioning and refrigeration mechanic installs, inspects, maintains, services and repairs domestic and commercial equipment. Connects motors, compressors, temperature controls, humidity controls, and circulating fans to control panels. Tests systems, observes pressure and adjusts controls to insure proper operation.

AIR CONDITIONING AND REFRIGERATION CURRICULUM

| Course Title                                 | Qtr. Hrs.<br>Credit | Course Title  | Qtr. Hrs.<br>Credit |
|--|---------------------|---|---------------------|
| FIRST QUARTER                                |                     | SECOND QUARTER  |                     |
| AHR 1121 Principles of Refrigeration         | 7                   | AHR 1122 Domestic & Commercial Refrigeration          | 9                   |
| MAT 1101 Essentials of Mathematics           | 5                   | MAT 1102 Algebra                                      | 5                   |
| RDG 1101 Reading Improvement                 | 3                   | ENG 1102 Communication Skills                         | 3                   |
| PHY 1101 Applied Science                     | 4                   | PHY 1102 Applied Science                              | 4                   |
| WLD 1101 Basic Welding                       | 2                   | FOURTH QUARTER  |                     |
| THIRD QUARTER                                |                     | AHR 1124 Air Conditioning and Refrigeration Servicing | 5                   |
| AHR 1123 Principles of Air Conditioning      | 7                   | AHR 1126 All Year Comfort Systems                     | 5                   |
| AHR 1128 Automatic Controls                  | 5                   | MEC 1120 Duct Construction & Maintenance              | 5                   |
| PSY 1101 Human Relations                     | 3                   | BUS 1103 Small Business Operations                    | 3                   |
| DFT 1116 Blueprint Reading: Air Conditioning | 2                   |   |                     |

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

SPECIALIST – AIR CONDITIONING AND REFRIGERATION  
CERTIFICATE PROGRAM\*

|   |   |  |   |
|---|---|--|---|
| FIRST QUARTER                           |   | SECOND QUARTER                         |   |
| AHR 1001 Principles of Refrigeration    | 7 | AHR 1002 Domestic & Commercial Refrig. | 7 |
| THIRD QUARTER                           |   | FOURTH QUARTER                         |   |
| AHR 1003 Essentials of Air Conditioning | 7 | AHR 1004 Air Cond. & Refrig. Servicing | 7 |

\*Available only in the evening program, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

AUTO BODY REPAIR (V-001)  
DIPLOMA PROGRAM

The field of automotive body repair and painting needs many more well-trained people to meet the growing demand for the many special skills in this area of employment. In this program, much of the student’s time in the shop is devoted to learning skills and practicing these skills on car bodies and their component parts. Every attempt is made to make these practical experiences as close as possible to actual on-the-job situations. The practical experience and related training provide an ideal way to prepare the students for entry into an occupation that offers many job opportunities.

Graduates of the Auto Body Repair Curriculum are qualified for jobs in which they remove dents in automobile bodies and fenders; take off fenders and replace them with new ones; straighten frames, doors, hoods, and deck lids; and align wheels. In their work these craftsmen operate welding equipment. Auto body repairmen shrink stretched metal and prepare it for painting. They are called on to paint fenders and/or panels as well as to paint a complete vehicle. In addition to these duties, auto body repairmen remove, fit, and install glass. They are required to remove and install interior trim; and install headings and seat covers; rapeir and replace upholstery and fabric tops of vehicles. This type of employment includes reading and interpreting blueprints, charts instruction and service manuals, and wiring diagrams. These repairmen also prepare orders for repairs and parts as well as estimates and statements for adjusters. After gaining experience, many of these craftsmen open their own businesses or become body shop foremen, supervisors, or managers.

**AUTO BODY REPAIR CURRICULUM**

| Course Title                            | Qtr. Hrs. | Credit | Course Title                       | Qtr. Hrs. | Credit |
|---|-----------|--------|------------------------------------|-----------|--------|
| FIRST QUARTER                           |           |        | SECOND QUARTER                     |           |        |
| AUT 1111 Auto Body Repair               | 8         |        | AUT 1112 Auto Body Repair          | 8         |        |
| MAT 1101 Essentials of Mathematics      | 5         |        | WLD 1105 Auto Body Welding         | 2         |        |
| RDG 1101 Reading Improvement            | 3         |        | ENG 1102 Communication Skills      | 3         |        |
| WLD 1101 Basic Gas Welding              | 2         |        | PHY 1101 Applied Science           | 4         |        |
| THIRD QUARTER                           |           |        | FOURTH QUARTER                     |           |        |
| AUT 1113 Metal Finishing and Painting   | 8         |        | AUT 1114 Body Shop Applications    | 11        |        |
| PSY 1101 Human Relations                | 3         |        | BUS 1103 Small Business Operations | 3         |        |
| AUT 1117 Frame Straightening & Aligning | 2         |        |                                    |           |        |
| AUT 1116 Basic Plastic Repairing        | 3         |        |                                    |           |        |

**SPECIALIST – AUTO BODY REPAIR  
CERTIFICATE PROGRAM\***

|                               |   |  |                              |   |  |
|-------------------------------|---|--|------------------------------|---|--|
| FIRST QUARTER                 |   |  | SECOND QUARTER               |   |  |
| AUT 1001 Auto Body Repair I   | 7 |  | AUT 1002 Auto Body Repair II | 7 |  |
| THIRD QUARTER                 |   |  | FOURTH QUARTER               |   |  |
| AUT 1003 Auto Body Repair III | 7 |  | AUT 1004 Auto Body Repair IV | 7 |  |

\*Available only in the evening program, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

**AUTOMOTIVE MECHANICS (V-003)  
DIPLOMA PROGRAM**

This curriculum provides a training program for developing the basic knowledge and skills needed to inspect, diagnose, repair or adjust components of automotive vehicles. Manual skills are developed in practical work using components mounted on stands and operational vehicles. Thorough understanding of the operating principles involved in the modern automobile comes in class assignments, discussion, and shop practice. Diagnosing and repair work is assigned on scheduled vehicles.

Complexity in automotive vehicles increases each year because of scientific discovery and new engineering. These changes are reflected not only in passenger vehicles, but also in trucks and buses powered by a variety of internal combustion engines. This curriculum provides a basis for the student to compare and adapt to new techniques for servicing and repair as vehicles are changed year by year.

Automobile mechanics diagnose, maintain, and repair mechanical, electrical, and other component parts of passenger cars, trucks, and buses. In some communities and rural areas they also may repair body parts, service tractors, marine engines and other types of equipment. Mechanics inspect and test to determine the causes of faulty operation. They repair or replace defective parts to restore the vehicle or machine to proper operating condition. They use shop manuals and other technical publications to assist in analysis, disassembly and assembly of component parts.

Automotive mechanics in smaller shops usually are general mechanics qualified to perform a variety of repair jobs. A large number of automobile mechanics specialize in particular types of repair work, such as repairing only electrical components, power steering, power brakes, or automatic transmissions. Usually such specialists have had “all-round” training in general automotive repair.



AUTOMOTIVE MECHANICS CURRICULUM

| Course Title                          | Qtr. Hrs.<br>Credit | Course Title                            | Qtr. Hrs.<br>Credit |
|---------------------------------------|---------------------|---|---------------------|
| FIRST QUARTER                         |                     | SECOND QUARTER                          |                     |
| PME 1101 Internal Comb. Engines       | 8                   | PME 1102 Engine Elect. and Fuel Systems | 8                   |
| MAT 1101 Essentials of Mathematics    | 5                   | PHY 1101 Applied Science                | 4                   |
| RDG 1101 Reading Improvement          | 3                   | MAT 1102 Algebra                        | 5                   |
| WLD 1101 Basic Welding                | 2                   | ENG 1102 Communication Skills           | 3                   |
| THIRD QUARTER                         |                     | FOURTH QUARTER                          |                     |
| PME 1123 Brakes, Chassis & Suspension | 8                   | PME 1124 Automotive Power Train Systems | 7                   |
| AHR 1101 Automotive Air Conditioning  | 3                   | PME 1125 Auto Servicing I               | 6                   |
| PSY 1101 Human Relations              | 3                   | BUS 1103 Small Business Operations      | 3                   |
| PHY 1102 Applied Science              | 4                   |   |                     |

SPECIALIST – AUTOMOTIVE MECHANICS  
CERTIFICATE PROGRAM\*

|  |   |   |   |
|--|---|---|---|
| FIRST QUARTER  |   | SECOND QUARTER                            |   |
| PME 1001 Internal Combustion Engine  | 7 | PME 1002 Engine Electrical & Fuel Systems | 7 |
| THIRD QUARTER  |   | FOURTH QUARTER                            |   |
| PME 1003 Brakes, Chassis, Suspension Systems & Automotive Air Conditioning | 7 | PME 1004 Automotive Power Train Systems   | 7 |

\*Available only in the evening program, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

CARPENTRY (V-007)  
DIPLOMA PROGRAM

Carpentry is one of the basic trades in the construction field. Carpenters construct, erect, install, and repair structures of wood, plywood, and wallboard, using hand and power tools. The work must conform to local building codes for both residential and commercial structures.

This curriculum in carpentry is designed to train the individual to enter the trade with a background in both shop skills and related information. He must have a knowledge of mathematics, blueprint reading, methods of construction and a thorough knowledge of building materials.

The modern carpenter will work on new construction, maintenance, and repair of many types of structures, both residential and commercial. He should have an understanding of building materials, concrete form construction, rough framing, roof and stair construction, the application of interior and exterior trim, and the installation of cabinets and fixtures.

Most carpenters are employed by contractors in the building construction fields. When specializing in a particular phase of carpentry, the job is designated according to the specialty as layout carpenter, framing carpenter, concrete form carpenter, scaffolding carpenter, acoustical and insulating carpenter and finish carpenter.

The carpenter constructs, erects, installs and repairs structures and fixtures of wood, plywood, wallboard, and other materials, using carpenters hand tools and power tools to conform to local building codes. He is required to use blueprints, sketches or building plans for information pertaining to type of material, dimensions, layout and design of structure, and method of construction.

CARPENTRY CURRICULUM

| Course Title                           | Qtr. Hrs.<br>Credit | Course Title                                 | Qtr. Hrs.<br>Credit |
|--|---------------------|--|---------------------|
| FIRST QUARTER                          |                     | SECOND QUARTER                               |                     |
| RDG 1101 Reading Improvement           | 3                   | ENG 1102 Communication Skills                | 3                   |
| MAT 1101 Essentials of Mathematics     | 5                   | MAT 1102 Algebra                             | 5                   |
| DFT 1110 Blueprint Reading & Sketching | 1                   | DFT 1111 Blueprint Reading & Building Trades | 1                   |
| CAR 1101 Carpentry                     | 9                   | CAR 1102 Carpentry: Framing                  | 10                  |
| THIRD QUARTER                          |                     | FOURTH QUARTER                               |                     |
| PSY 1101 Human Relations               | 3                   | CAR 1114 Building Codes                      | 4                   |
| CAR 1113 Carpentry: Estimating         | 4                   | BUS 1103 Small Business Operations           | 3                   |
| CAR 1103 Carpentry: Finishing          | 10                  | CAR 1104 Carpentry: Millwork & Cabinetmaking | 10                  |

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

**SPECIALIST – CARPENTRY AND CABINETMAKING  
CERTIFICATE PROGRAM\***

|  |   |   |   |
|--|---|---|---|
| FIRST QUARTER                                |   | SECOND QUARTER  |   |
| CAR 1001 Intro. to Carpentry and Woodworking | 7 | CAR 1002 Framing & Wood Technology                      | 7 |
| THIRD QUARTER                                |   | FOURTH QUARTER  |   |
| CAR 1003 Practical Finishing & Woodworking   | 7 | CAR 1004 Practical Cabinetmaking, Millwork and Fixtures | 7 |

\*Available only in the evening program, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

**DRAFTING – MECHANICAL (V-017)  
DIPLOMA PROGRAM**

This curriculum is designed to prepare students to enter the field of drafting. The first two quarters contain courses basic to all fields of drafting. The third and fourth quarters contain specialization and related courses that prepare one to enter mechanical drafting occupations or construction drafting.

Each course is prepared to enable an individual to advance rapidly in drafting proficiency upon entering the field of work. Courses are arranged in sequence to develop drafting skills and proficiency in mathematics and science. The draftsman associates with many levels of personnel – administrative, architects, engineers, skilled workmen – and must be able to communicate effectively with them. Courses to develop knowledge and skills in communication, human relations, economics and industrial organization are provided to assist the student in developing understandings and confidence in his relations with other persons.

Draftsmen prepare clear, complete, and accurate working plans and detail drawings, from rough or detailed sketches or notes for engineering or manufacturing purposes, according to the specified dimensions; make final sketches of the proposed drawing, checking dimension of parts, materials to be used, the relation of one part to another, and the relation of the various parts to the whole structure. Make any adjustments or changes necessary or desired. Ink in lines and letters on pencil drawings as required. Exercise manual skill in the manipulation of triangle, T-square, and other drafting tools. Lay tracing paper on drawing and traces drawing in pencil or ink. Make charts for representation of statistical data. Make finished designs from sketches. Utilize knowledge of various machines, engineering practices, mathematics, building materials, and other physical sciences to complete the drawings.

**DRAFTING – MECHANICAL CURRICULUM**

| Course Title                            | Qtr. Hrs.<br>Credit | Course Title                           | Qtr. Hrs.<br>Credit |
|---|---------------------|--|---------------------|
| FIRST QUARTER                           |                     | SECOND QUARTER                         |                     |
| DFT 1121 Drafting                       | 9                   | DFT 1122 Drafting                      | 7                   |
| MAT 1101 Essentials of Mathematics      | 5                   | DFT 1125 Descriptive Geometry          | 4                   |
| RDG 1101 Reading Improvement            | 3                   | MAT 1102 Algebra                       | 5                   |
| PHY 1101 Applied Science                | 4                   | ENG 1102 Communication Skills          | 3                   |
|   |                     | PHY 1102 Applied Science               | 4                   |
| THIRD QUARTER                           |                     | FOURTH QUARTER                         |                     |
| DFT 1131 Mechanical Drafting            | 9                   | DFT 1132 Mechanical Drafting           | 10                  |
| MAT 1103 Trigonometry                   | 3                   | DFT 1143 Building Mechanical Equipment | 3                   |
| PSY 1101 Human Relations                | 3                   | CIV 1101 Surveying                     | 3                   |
| PHY 1103 Applied Science: Light & Sound | 4                   | BUS 1103 Small Business Operations     | 3                   |
| DFT 1144 Building Materials & Methods   | 3                   |  |                     |

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

**SPECIALIST – DRAFTING – MECHANICAL  
CERTIFICATE PROGRAM\***

|                             |   |                             |   |
|-----------------------------|---|-----------------------------|---|
| FIRST QUARTER               |   | SECOND QUARTER              |   |
| DFT 1001 Practical Drafting | 7 | DFT 1002 Practical Drafting | 7 |



|   |   |                             |   |
|---|---|-----------------------------|---|
| THIRD QUARTER   |   | FOURTH QUARTER              |   |
| DFT 1003 Practical Drafting   | 7 | DFT 1004 Practical Drafting | 7 |
| *Available only in the evening program, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter. |   |                             |   |

**ELECTRICAL INSTALLATION AND MAINTENANCE (V-018)**  
**DIPLOMA PROGRAM**

The rapid expansion of the national economy and the increasing development of new electrical products are providing a growing need for qualified people to install and maintain electrical equipment. By mid-1960 more than 350,000 were employed as either construction electricians or maintenance electricians. Between 5,000 and 10,000 additional tradesmen are required each year to replace those leaving the industry. It is expected that the total requirements for electrical tradesmen will be more than 800,000 by 1980. The majority of the electrical tradesmen today are trained through apprenticeship or on-the-job training programs.

This curriculum will provide a training program in the basic knowledge, fundamentals, and practices involved in the electrical trades. A large portion of the program is devoted to laboratory and shop instruction which is designed to give the student practical knowledge and application experience in the fundamentals taught in class.

The graduate of the electrical trades program will be qualified to enter an electrical trade as an on-the-job trainee or apprentice, where he will assist in the planning, layout, installation, check out, and maintenance of systems in residential, commercial, or industrial plants. He will have an understanding of fundamentals of the National Electrical Code regulations as related to wiring installations, electrical circuits, and the measurements of voltage, current, power and power factor of single and polyphase alternating circuits. He will have a basic knowledge of motor and motor control systems; industrial electronic control systems; business procedures, organization, and practices; communicative skills; and the necessary background to be able to advance through experience and additional training through up-grading courses offered in the center.

**ELECTRICAL INSTALLATION AND MAINTENANCE CURRICULUM**

| Course Title                           | Qtr. Hrs. | Credit | Course Title  | Qtr. Hrs. | Credit |
|--|-----------|--------|---|-----------|--------|
| FIRST QUARTER                          |           |        | SECOND QUARTER  |           |        |
| RDG 1101 Reading Improvement           |           | 3      | ELC 1113 Alternating Current & Direct Current Machines & Controls |           | 10     |
| MAT 1115 Electrical Math               |           | 5      | DFT 1110 Blueprint Reading: Building Trades                       |           | 1      |
| PHY 1101 Applied Science               |           | 4      | ENG 1102 Communication Skills                                     |           | 3      |
| ELC 1112 Direct & Alternating Current  |           | 9      | PHY 1102 Applied Science  |           | 4      |
| THIRD QUARTER                          |           |        | FOURTH QUARTER  |           |        |
| ELC 1124 Residential Wiring            |           | 8      | ELC 1125 Commercial & Industrial Wiring                           |           | 9      |
| ELN 1118 Industrial Electronics        |           | 6      | ELN 1119 Industrial Electronics                                   |           | 6      |
| PHY 1101 Human Relations               |           | 3      | BUS 1103 Small Business Operations                                |           | 3      |
| DFT 1113 Blueprint Reading: Electrical |           | 1      |   |           |        |

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

**SPECIALIST – ELECTRICAL INSTALLATION AND MAINTENANCE**  
**CERTIFICATE PROGRAM\***

|   |  |   |   |  |   |
|---|--|---|---|--|---|
| FIRST QUARTER                           |  |   | SECOND QUARTER  |  |   |
| ELC 1001 Direct and Alternating Current |  | 7 | ELC 1002 Alternating Current & Direct Current Machines & Controls |  | 7 |
| THIRD QUARTER                           |  |   | FOURTH QUARTER  |  |   |
| ELC 1003 Residential Wiring             |  | 7 | ELC 1004 Commercial and Industrial Wiring                         |  | 7 |

\*Available only in the evening program, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

**ELECTRONIC SERVICING (V-042)**  
**DIPLOMA PROGRAM**

The Curriculum in Electronic Servicing is designed to provide the basic knowledge and skills involved in the installation, maintenance, and servicing of radios, televisions, and sound amplifier systems. A large portion of time is spent in the laboratory verifying electronic principles and developing servicing techniques.

A radio and television serviceman may be required to install, maintain, and service amplitude modulated and frequency modulated home and auto radios; transistorized radios; monochrome and color television sets; inter-communication, public address, and paging systems; high fidelity and stereophonic amplifiers; record players and tape recorders. His work will require meeting the public, both in the repair shop and on service calls. A serviceman who establishes his own business will also need to know how to maintain business records and inventory.

**ELECTRONIC SERVICING CURRICULUM**

| Course Title                          | Qtr. Hrs.<br>Credit | Course Title                        | Qtr. Hrs.<br>Credit |
|---------------------------------------|---------------------|-------------------------------------|---------------------|
| FIRST QUARTER                         |                     | SECOND QUARTER                      |                     |
| ELC 1112 Direct & Alternating Current | 10                  | ELN 1103 Intro. to Control Devices  | 9                   |
| MAT 1115 Electrical Math              | 5                   | ELN 1101 Troubleshooting Techniques | 6                   |
| RDG 1101 Reading Improvement          | 3                   | ENG 1102 Communication Skills       | 3                   |
| PHY 1101 Applied Science              | 4                   | PHY 1102 Applied Science            | 4                   |
| THIRD QUARTER                         |                     | FOURTH QUARTER                      |                     |
| ELN 1127 Television Servicing         | 10                  | ELN 1105 Industrial Electronics     | 8                   |
| ELN 1107 Electronic Communications    | 5                   | BUS 1103 Small Business Operations  | 3                   |
| PHY 1103 Applied Science              | 4                   | ELN 1130 Electronic Projects        | 5                   |

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

**SPECIALIST – ELECTRONIC SERVICING**  
**CERTIFICATE PROGRAM\***

|   |   |                                     |   |
|---|---|-------------------------------------|---|
| FIRST QUARTER                           |   | SECOND QUARTER                      |   |
| ELC 1001 Direct and Alternating Current | 7 | ELN 1002 Troubleshooting Techniques | 7 |
| THIRD QUARTER                           |   | FOURTH QUARTER                      |   |
| ELN 1003 Television Servicing           | 7 | ELN 1004 Industrial Electronics     | 7 |

\*Available only in the evening program, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

**GRAPHIC COMMUNICATIONS (V-022)**  
**DIPLOMA PROGRAM**

Graphic Communications is a program that includes training in the skills involved in operating an offset press. During the last decade, offset printing has evolved into a highly complex skill requiring a variety of skills and special knowledge. Platemaking, use of the offset camera, bindery operations, graphic arts, and skills. This program is designed to give students the knowledge and hands-on practice in operating printing equipment, using photography equipment, and operating bindery equipment that will enable them to enter into the field of printing at a level that is desired by the printing industry.

This curriculum is arranged so that the students can find employment after acquiring the basic printing skills, or they may continue in one of two specialty areas – the Photo Graphics Option or the Commercial Art Graphics Option. The first four quarters cover the basic skills, and the specialization in photography or graphic arts is covered in the next three quarters. The Photo Graphics Option covers photography for printers, color work, and design for photography. The Commercial Art Graphics Option covers drafting, art, design, illustration, printing, and photography.

Positions can be found in the printing industry for trained people in such places as business and industry, state and local government, and education. All of these have printing operations. Present trends indicate that the future demands for qualified offset printers will be even greater as new methods and equipment evolve.



GRAPHIC COMMUNICATIONS CURRICULUM

| Course Title  | Qtr. Hrs.<br>Credit | Course Title                       | Qtr. Hrs.<br>Credit |
|---|---------------------|------------------------------------|---------------------|
| FIRST QUARTER                                       |                     | SECOND QUARTER                     |                     |
| MAT 1101 Fundamentals of Mathematics                | 5                   | ENG 1102 Communication Skills      | 3                   |
| RDG 1101 Reading Improvement                        | 3                   | PRN 1113 Photo Technology I        | 4                   |
| PRN 1111 Printing Processes                         | 4                   | PRN 1134 Composition               | 4                   |
| PRN 1133 Basic Composition                          | 4                   | PRN 1127 Offset Presswork II       | 6                   |
| PRN 1126 Offset Presswork I                         | 4                   |                                    |                     |
| THIRD QUARTER                                       |                     | FOURTH QUARTER                     |                     |
| PSY 1101 Human Relations                            | 3                   | BUS 1103 Small Business Operations | 3                   |
| PRN 1114 Photo Technology II                        | 4                   | PRN 1124 Bindery Operation         | 4                   |
| PRN 1112 Offset Platemaking & Printing Measurements | 4                   | PHO 1135 Photography for Printers  | 4                   |
| PRN 1128 Offset Presswork III                       | 5                   | PRN 1136 Production Printing       | 6                   |

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

COMMERCIAL ART GRAPHICS OPTION

|  |   |                                       |   |
|--|---|---------------------------------------|---|
| FIFTH QUARTER                            |   | SIXTH QUARTER                         |   |
| DFT 1123 Drafting                        | 4 | CAT 1110 Industrial Illustration      | 4 |
| CAT 1101 Advertising Principles          | 3 | CAT 1116 Photography                  | 4 |
| CAT 1105 Life Study                      | 3 | CAT 1122 Commercial Art & Advertising | 4 |
| PRN 1129 Offset Presswork IV             | 2 | PRN 1130 Offset Presswork V           | 2 |
| SEVENTH QUARTER                          |   |                                       |   |
| PRN 1140 Creative Art and Photography    | 4 |                                       |   |
| PRN 1141 Printing Layout and Type Styles | 2 |                                       |   |
| DES 1125 Color Theory and Application    | 4 |                                       |   |
| PRN 1131 Offset Presswork VI             | 2 |                                       |   |

PHOTO GRAPHICS OPTION

|                                       |   |  |   |
|---------------------------------------|---|--|---|
| FIFTH QUARTER                         |   | SIXTH QUARTER                              |   |
| PHO 1107 Fundamentals of Photography  | 5 | PHO 1109 Intermediate Photography          | 5 |
| DES 1125 Color Theory and Application | 4 | PHO 1111 Applied Principles of Photography | 5 |
| PRN 1117 Photo Technology III         | 4 | CAT 1101 Advertising Principles            | 3 |
| PRN 1129 Offset Presswork IV          | 2 | PRN 1130 Offset Presswork V                | 2 |
| SEVENTH QUARTER                       |   |  |   |
| PHO 1116 Advanced Photography         | 7 |  |   |
| DES 1122 Design for Photography       | 4 |  |   |
| PRN 1131 Offset Presswork VI          | 2 |  |   |

SPECIALIST – GRAPHIC COMMUNICATIONS  
CERTIFICATE PROGRAM\*

|                                  |   |                                |   |
|----------------------------------|---|--------------------------------|---|
| FIRST QUARTER                    |   | SECOND QUARTER                 |   |
| PRN 1001 Offset Fundamentals     | 7 | PRN 1002 Basic Layout          | 7 |
| THIRD QUARTER                    |   | FOURTH QUARTER                 |   |
| PRN 1003 Graphic Arts Technology | 7 | PRN 1004 Production Technology | 7 |

\*Available only in the evening program, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.

INDUSTRIAL MAINTENANCE ELECTROMECHANICAL (V-028)  
DIPLOMA PROGRAM

The Industrial Maintenance Program is designed to prepare the student to repair and maintain machinery, electrical wiring and fixtures, and hydraulics and pneumatic devices found in industrial facilities. He uses blueprints and sketches, manuals and codes, and works with hand tools made for electricians and machinists. He diagnoses causes of malfunctions in industrial machines. He sets up and operates machine tools such as the lathe, milling machines, and drill press to repair or make machine parts.

He installs machine parts, starts machines, observes operations, and inspects the machine with test instruments.

An industrial serviceman may be required to install, maintain, and service electrical and mechanical equipment. He should be able to follow directions from blueprints and sketches, use hand tools and metal working machines, and work with measuring and testing instruments. He operates metal working machines such as the lathe, milling machine, and drill press to make repairs. He uses the micrometer and calipers to verify dimensions. He assembles wires, insulation, and electrical components, using hand tools and soldering equipment. He tests electrical circuits and components to locate shorts, faulty connections and defective parts, using test meters. He also inspects and tests hydraulic equipment after new installations or repairs.

INDUSTRIAL MAINTENANCE CURRICULUM

| Course Title                                      | Qtr. Hrs.<br>Credit | Course Title                            | Qtr. Hrs.<br>Credit |
|---|---------------------|---|---------------------|
| FIRST QUARTER                                     |                     | SECOND QUARTER                          |                     |
| DFT 1104 Blueprint Reading: Mechanical            | 4                   | ELC 1112 Direct and Alternating Current | 9                   |
| MEC 1101 Machine Shop Theory & Practice           | 6                   | WLD 1104 Basic Welding and Cutting      | 6                   |
| MAT 1101 Fundamentals of Mathematics              | 5                   | DFT 1113 Blueprint Reading: Electrical  | 4                   |
| RDG 1101 Reading Improvement                      | 3                   |   |                     |
| PHY 1101 Applied Science                          | 4                   |   |                     |
| THIRD QUARTER                                     |                     | FOURTH QUARTER                          |                     |
| ISC 1101 Industrial Safety                        | 3                   | ELC 1113 A/C, D/C Machines & Controls   | 10                  |
| ENG 1102 Communication Skills                     | 3                   | BUS 1103 Small Business Operations      | 3                   |
| PSY 1101 Human Relations                          | 3                   | MEC 1133 Mechanical Maintenance         | 7                   |
| AHR 1124 Air Conditioning & Refrigeration Service | 8                   |   |                     |
| PLU 1110 Plumbing — Pipe Work                     | 6                   |   |                     |

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

MACHINE OPERATIONS (V-032)

DIPLOMA PROGRAM

The Machine Operations curriculum is designed to give individuals the opportunity to acquire basic skills and the related technical information necessary to gain employment in the machine-tool industry. The machinist is a skilled worker who shapes metal by using tools and hand tools.

This skilled worker must be able to set up and operate the machine tools found in a modern shop. He or she makes standard calculations relating to dimensions of work, tooling, and feeds and speeds of machines. He or she must know the composition of metals so that they can anneal and harden tools and metal parts.

MACHINE OPERATIONS CURRICULUM

| Course Title                                | Qtr. Hrs.<br>Credit | Course Title                               | Qtr. Hrs.<br>Credit |
|---|---------------------|--|---------------------|
| FIRST QUARTER                               |                     | SECOND QUARTER                             |                     |
| MEC 1101 Machine Shop Theory & Practice I   | 10                  | MEC 1102 Machine Shop Theory & Practice II | 10                  |
| DFT 1104 Blueprint Reading                  | 3                   | DFT 1105 Blueprint Reading — Mechanical    | 3                   |
| RDG 1101 Reading Improvement                | 3                   | ENG 1102 Communication Skills              | 3                   |
| PHY 1101 Applied Science                    | 4                   | MAT 1101 Fundamentals of Mathematics       | 5                   |
| THIRD QUARTER                               |                     | FOURTH QUARTER                             |                     |
| MEC 1103 Machine Shop Theory & Practice III | 11                  | MEC 1104 Machine Shop Theory & Practice IV | 11                  |
| ISC 1101 Industrial Safety                  | 3                   | MEC 1126 Heat Treatment                    | 3                   |
| WLD 1129 Basic Arc & Gas Welding            | 3                   | BUS 1103 Small Business Operations         | 3                   |
| PSY 1101 Human Relations                    | 3                   |  |                     |

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.



**SPECIALIST – MACHINE OPERATIONS  
CERTIFICATE PROGRAM\***

**FIRST QUARTER**

MEC 1001 Machine Shop Theory & Practice I      7

**THIRD QUARTER**

MEC 1003 Machine Shop Theory & Practice III      7

**SECOND QUARTER**

MEC 1002 Machine Shop Theory & Practice II      7

**FOURTH QUARTER**

MEC 1004 Machine Shop Theory & Practice IV      7

\*Available only in the evening program. Fifteen contact hours per week, meeting three nights per week each quarter.

**PRACTICAL NURSING (V-038)  
DIPLOMA PROGRAM**

The Practical Nursing Curriculum is designed to prepare selected qualified applicants for entry into nursing as general practitioners. The Licensed Practical Nurse is one who is prepared to meet the daily needs of the patient whose condition is relatively stable and to assist the Registered Nurse and/or Physician to meet the needs of the patient whose condition is unstable or complex.

The four-quarter program emphasizes the acquisition of the knowledge and skills required in the performance of simple nursing procedures. Skills needed in the performance of these duties are developed through clinical practice at local hospitals and other health agencies. Upon satisfactory completion of the program, the graduate is eligible to take the licensure examination of the North Carolina Board of Nursing.

Work opportunities are not limited. Graduates may secure employment in hospitals, clinics, physicians' offices, nursing and convalescent homes. They are also eligible to take the Federal Civil Service Exam, which entitles them to seek employment in government hospitals.

**PRACTICAL NURSING CURRICULUM**

| Course Title                                | Qtr. Hrs.<br>Credit | Course Title                          | Qtr. Hrs.<br>Credit |
|---|---------------------|---------------------------------------|---------------------|
| <b>FIRST QUARTER</b>                        |                     | <b>SECOND QUARTER</b>                 |                     |
| RDG 1101 Reading Improvement                | 3                   | NUR 1103 Medical-Surgical Nursing I   | 4                   |
| PSY 1102 Interpersonal Relations in Nursing | 3                   | NUR 1104 Intro. to Pharmacology       | 2                   |
| NUR 1101 Basic Science                      | 6                   | NUR 1105 Maternal-Child Care          | 6                   |
| NUR 1102 Fundamentals of Nursing            | 8                   | NUR 1106 Nursing Care of Children     | 6                   |
|   |                     | NUR 1107 Clinical Experience I        | 5                   |
| <b>THIRD QUARTER</b>                        |                     | <b>FOURTH QUARTER</b>                 |                     |
| NUR 1108 Medical-Surgical Nursing II        | 9                   | NUR 1111 Medical-Surgical Nursing III | 7                   |
| NUR 1109 Pharmacology & Drug Therapy        | 3                   | NUR 1112 Vocational Adjustments       | 2                   |
| NUR 1110 Clinical Experience II             | 8                   | ENG 1102 Communication Skills         | 3                   |
|   |                     | NUR 1113 Clinical Experience III      | 8                   |

**RE-ENTRY POLICY:**

A student may re-enter the Practical Nurse Education Program to complete the program provided the following stipulations are met:

1. There is a student vacancy in the program during the clinical quarter.
2. The student was eligible to return at the time of withdrawal.
3. Sufficient evidence is given that the original problem has been alleviated and will not occur again in the future.
4. The student is willing to complete any unfinished work. (to be determined on an individual basis)
5. If a student has withdrawn because of grades, only the discriminating courses must be repeated; however, auditing of related courses may be required.
6. Some entry procedures must be completed again. (Physical and dental exams, re-entry application, personal interview with Director of PNE Program)

**TEACHER'S AIDE (V-088)  
DIPLOMA PROGRAM**

Individuals who successfully complete this program are prepared to enter employment as teacher aides, child care workers, nursery school teachers, or workers in child development centers.

TEACHER’S AIDE CURRICULUM

| Course Title                           | Qtr. Hrs.<br>Credit | Course Title                                       | Qtr. Hrs.<br>Credit |
|--|---------------------|--|---------------------|
| FIRST QUARTER                          |                     | SECOND QUARTER                                     |                     |
| MAT 1101 Essentials of Mathematics     | 5                   | ENG 1102 Communication Skills                      | 3                   |
| RDG 1101 Reading Improvements          | 3                   | ENG 1110 Literature for Children                   | 3                   |
| EDU 1101 Activities for Young Children | 4                   | ENG 1123 Conceptual Reading & Language Development | 5                   |
| EDU 1125 Parent & Home Development     | 3                   | EDU 1108 Art for Children                          | 4                   |
| EDU 261 Intro. to Education            | 3                   | EDU 1104 Library Techniques                        | 3                   |
| THIRD QUARTER                          |                     | FOURTH QUARTER                                     |                     |
| PSY 1101 Human Relations               | 3                   | HEA 1101 School, Home & Community Health           | 3                   |
| EDU 1102 Media                         | 3                   | EDU 1106 School Records & Reports                  | 3                   |
| EDU 1146 Internship                    | 10                  | EDU 1103 Music for Children                        | 4                   |
|  |                     | EDU 1109 Arts & Crafts                             | 3                   |
|  |                     | EDU 1105 Science for Children                      | 4                   |

WELDING (V-050)  
DIPLOMA PROGRAM

The welding program was developed to help fill the growing need for welders in North Carolina. Manpower Surveys indicate quite clearly that many welders will be needed annually to fill present and projected vacancies in North Carolina.

The content of this curriculum is designed to give students sound understanding of the principles, methods, techniques and skills essential for successful employment in the welding field and metals industry.

The field of welding offers a person prestige, security and a future of continuous employment with opportunities for advancement. It offers employment in practically all metal working industry; shipbuilding, automotive, aircraft, railroads, construction, pipe fitting, production shop, job shop and many others.

WELDING CURRICULUM

| Course Title                               | Qtr. Hrs.<br>Credit | Course Title                               | Qtr. Hrs.<br>Credit |
|--|---------------------|--|---------------------|
| FIRST QUARTER                              |                     | SECOND QUARTER                             |                     |
| WLD 1120 Oxacetylene Welding & Cutting     | 10                  | WLD 1121 Arc Welding                       | 10                  |
| DFT 1104 Blueprint Reading: Mechanical     | 1                   | DFT 1117 Blueprint Reading: Welding        | 3                   |
| RDG 1101 Vocational Reading Improvement    | 3                   | MAT 1102 Algebra                           | 5                   |
| MAT 1101 Essentials of Mathematics         | 5                   | ENG 1102 Communication Skills              | 3                   |
| THIRD QUARTER                              |                     | FOURTH QUARTER                             |                     |
| WLD 1112 Mechanical Testing & Inspection   | 2                   | WLD 1122 Commercial & Industrial Practices | 8                   |
| WLD 1123 Inert Gas Welding                 | 2                   | WLD 1125 Certification Practice            | 5                   |
| WLD 1124 Pipe Welding                      | 9                   | BUS 1103 Small Business Operations         | 3                   |
| DFT 1118 Pattern Development and Sketching | 1                   |  |                     |
| PSY 1101 Human Relations                   | 3                   |  |                     |

This curriculum is recommended as a general course. In order to meet individual needs, it is necessary to open electives in related areas for advanced students.

SPECIALIST – WELDING  
CERTIFICATE PROGRAM\*

|  |   |  |   |
|--|---|--|---|
| FIRST QUARTER                              |   | SECOND QUARTER                             |   |
| WLD 1001 Oxacetylene Welding & Arc Welding | 7 | WLD 1002 Arc Welding & Inert Gas Welding   | 7 |
| THIRD QUARTER                              |   | FOURTH QUARTER                             |   |
| WLD 1003 Pipe Welding & Arc Welding        | 7 | WOD 1004 Commercial & Industrial Practices | 7 |

\*Available only in the evening program, 15 contact hours per week, meeting three nights per week for 11 weeks each quarter.



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| CAROLYN MORRISON      | Receptionist (Night)     |

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| RICK KIMREY      | Industrial Services       |
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| SUE BAKER         | Secretary               |
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|------------------|------------------------------------|
| KENNETH BRADSHAW | Dean of Student Personnel Services |
| JAMES STORIE     | Director of Admissions             |
| PHYLLIS TRAVIS   | Registrar                          |

|                             |   |
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| ROBERT BLALOCK . . . . .    | Counselor/Job Placement Officer               |
| J. C. HARRIS . . . . .      | Counselor/Testing Director                    |
| STEPHANIE SPILKER . . . . . | Counselor/Financial Aid Officer               |
| CLARENCE SMITH . . . . .    | Counselor/VA Service Officer                  |
| CHARLES SULLIVAN . . . . .  | Visiting Artist                               |
| BERNARD ROBERTSON . . . . . | Recruiter                                     |
| JANET LEIGH . . . . .       | Secretary, Dean of Student Personnel Services |
| MARGIE HILTON . . . . .     | Secretary, Registrar                          |
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| BARBARA WAUGH . . . . .     | Secretary, Registrar                          |

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| HANS HEYMANN . . . . .        | Extension Director                      |
| SHIRLEY J. VANAUKEN . . . . . | Extension Director, Health Services     |
| CAROL JOHNSON . . . . .       | ABE Director                            |
| LAVIDA HARRIS . . . . .       | Learning Lab Coordinator                |
| SHARON JONES . . . . .        | Learning Lab Coordinator                |
| MARGARET LAFEVERS . . . . .   | Learning Lab Coordinator                |
| REBECCA SIPES . . . . .       | Secretary, Dean of Continuing Education |
| FREDA HANKS . . . . .         | Secretary                               |

OFFICE OF THE BUSINESS MANAGER

|                              |   |
|------------------------------|---|
| MARY EDNA MATHESON . . . . . | Business Manager                        |
| JAMES CALLOWAY . . . . .     | Maintenance Supervisor                  |
| KENT DOWELL . . . . .        | Equipment Coordinator/Bookstore Manager |
| NORMA LINK . . . . .         | Food Service Supervisor                 |
| PAM HILTON . . . . .         | Bookkeeper                              |
| PAM BUSTLE . . . . .         | Purchasing Agent                        |
| RUBY NELL PARLIER . . . . .  | Part-time Bookkeeper                    |
| WANDA WOOD . . . . .         | Food Service                            |
| DOROTHY CROWSON . . . . .    | Evening Food Service                    |
| FRED OWEN . . . . .          | Maintenance                             |
| ETHEL DARTY . . . . .        | Custodian                               |
| LEONARD DAVIS . . . . .      | Custodian                               |

LEARNING RESOURCES CENTER

|                           |                    |
|---------------------------|--------------------|
| MARCIA BRADSHAW . . . . . | Director           |
| HAZEL WAUGH . . . . .     | Library Technician |
| LAVERNE SLOAN . . . . .   | Media Technician   |
| DOROTHY POOLE . . . . .   | Circulation Clerk  |
| BONZIA MOOSE . . . . .    | Processing Clerk   |

PERSONNEL

|   |                      |
|---|----------------------|
| ALLSBROOK, WILSON . . . . .   | Electronic Servicing |
| A.A.S., Pitt Technical Institute, Additional Study: East Carolina   |                      |
| ARTUSO, MARTHE . . . . .  | Music                |
| B.S., Conservatory of Fribourg (Switzerland); M.A., Conservatory of Fribourg (Switzerland); Ph.D., Conservatory of Fribourg (Switzerland)   |                      |
| BEEZER, JULIA (LIBBY) . . . . .   | Music                |
| B.M., University of Georgia; M.A., Appalachian State University; Additional Study: University of Tampa; University of Hawaii; Western Carolina University; Appalachian State University |                      |
| BENNETT, GUY E. (BILL) . . . . .  | English              |
| B.A., University of North Carolina at Chapel Hill; M.A.C.T., University of North Carolina at Chapel Hill  |                      |



BLALOCK, ROBERT D. . . . . Job Placement Officer  
A.A., Mitchell College; B.S., Appalachian State University; M.A., East Carolina University

BOAN, RUDEE . . . . . Electrical Installation and Maintenance  
Certificate, National Electrical Contractors Association; Professional Training: Catawba Valley  
Technical Institute; Academic Study: North Carolina State University; Western Carolina University

BRADSHAW, M. KENNETH . . . . . Dean, Student Personnel Services  
B.S., Appalachian State University; M.A., Appalachian State University; Additional Graduate Study:  
Appalachian State University, University of North Carolina at Chapel Hill, North Carolina State  
University, Duke University, Western Carolina University

BRADSHAW, MARCIA . . . . . Director, Learning Resources Center  
B.S., Appalachian State University; M.A., Appalachian State University; Additional Graduate Study:  
University of North Carolina at Chapel Hill, North Carolina State University, Western Carolina  
University

BRANNON, JULIA M. . . . . Diagnostic Counselor  
B.A., Wake Forest University; M.A.Ed., Wake Forest University

BRAWNER, BEULAH . . . . . Psychology  
B.S., North Carolina A & T State University; M.S., North Carolina A & T State University

BROWN, LOUIS A. . . . . Social Science  
B.A., University of North Carolina at Chapel Hill; M.A., University of North Carolina at Chapel Hill;  
Additional Graduate Study: University of North Carolina at Chapel Hill, Duke University, Appalachian  
State University

BYERS, LEONARD . . . . . Business Administration  
B.S.C., North Carolina Central University; M.B.A., Texas Southern University

CLINE, CATHERINE . . . . . English  
B.A., Catawba College; M.A., Appalachian State University; Additional Graduate Study: Duke  
University

CRAFT, JOHN . . . . . Graphics  
B.S., Appalachian State University; Graduate Study: Appalachian State University

DABBS, RONALD . . . . . Mathematics  
B.S., North Carolina State University; M.A., North Carolina State University; Additional Graduate  
Study: Virginia Polytechnic Institute

EISELE, PAMELA R. . . . . Reading Assistant  
A.A., Mitchell College; B.M., Virginia Commonwealth University; Additional Graduate Study:  
University of North Carolina at Chapel Hill, Western Carolina University, Appalachian State University

FOSTER, ROBERT M. . . . . Data Processing  
A.A.S., Alamance Technical Institute; B.A.S., Guilford College

FREEZE, HENRY C. . . . . Dean of Continuing Education  
B.A., Lenoir Rhyne; M.A., Appalachian State University; Additional Graduate Study: Appalachian  
State University, Western Carolina University

GREEN, ROBERTA . . . . . General Office Technology  
B.A., Seattle Pacific College; M.A., Teachers College, Columbia University

GUSTAFSON, MARK . . . . . Physical Education  
B.S., M.A., Appalachian State University

HALL, JULIA . . . . . English  
B.A., Converse College; M.A., Fordham University; Additional Graduate Study: Western Carolina

HARRELSON, HOMER L. . . . . Air Conditioning and Refrigeration  
Certificate, Cape Fear Technical Institute; Academic Study: University of Maryland and Florida  
State University; A.A., Mitchell Community College; IBR School, Central Piedmont Community  
College; North Carolina Air Conditioning/Refrigeration Contractor's License; Further Study: Western  
Carolina University

|  |                          |
|--|--------------------------|
| HARRIS, J. C.  | Counselor                |
| A.B., Shaw University; M.D.V., Shaw Divinity School  |                          |
| HARRIS, LAVIDA   | Learning Lab Coordinator |
| B.A., Winston-Salem State University; Additional Study: Western Carolina University, Appalachian State University  |                          |
| HENLINE, IRENE   | Practical Nursing        |
| B.S., Lenoir Rhyne College; Graduate Studies; University of North Carolina at Greensboro, Western Carolina University  |                          |
| HERMAN, STEPHEN G.   | Social Science           |
| B.A., Lenoir Rhyne College; M.A., Appalachian State University; Additional Graduate Study: Appalachian State University, North Carolina State University, Western Carolina University, University of California at Berkley     |                          |
| HEYMANN, HANS PAULSEN  | Extension Director       |
| A.B., Lenoir Rhyne College; M.A., Appalachian State University; Additional Graduate Study: University of Tennessee, Western Carolina University, North Carolina State University, Appalachian State University                 |                          |
| HEYMANN, JANE N.   | English                  |
| Chairman, Division of Fine Arts & Humanities   |                          |
| A.B., Lenoir Rhyne College; M.A., Appalachian State University; Additional Graduate Study: University of Tennessee, East Carolina University, Western Carolina University, Appalachian State University                        |                          |
| HOWARD, CLAUDE T.  | Extension Director       |
| B.S., North Carolina State University; M.Ed., North Carolina State University; Additional Graduate Study: Western Carolina University, Appalachian State University  |                          |
| HUDSON, JAMES  | Auto Body Repair         |
| Diploma, General Motors Training Center; Diploma, Chrysler Training Center; Diploma, Ford Training Center; Additional Vocational Studies: Central Piedmont Community College   |                          |
| IDE, JOHN  | Chemistry                |
| B.S., Grove City College; M.S., Indiana University of Pennsylvania; Additional Graduate Studies: Appalachian State University, Western Carolina University   |                          |
| JOHNSON, CAROL G.  | Learning Lab Assistant   |
| A.A., Mitchell College; B.A., University of North Carolina at Charlotte; Additional Studies: Western Carolina University, Appalachian State University   |                          |
| JONES, SHARON  | Learning Lab Coordinator |
| B.A., University of North Carolina at Chapel Hill; Additional Studies: Appalachian State University, Western Carolina University   |                          |
| KELLY, CAROLYN R.  | Business Administration  |
| B.S., Appalachian State University; M.A., Appalachian State University; Additional Graduate Study: Western Carolina University   |                          |
| KELLY, CHARLES   | Biology                  |
| Chairman, Division of Science and Health   |                          |
| B.S., Appalachian State University; M.A., Appalachian State University; Additional Graduate Study: Appalachian State University, University of North Carolina, University of South Carolina                                    |                          |
| KLAENE, PAUL E.  | Physics                  |
| B.S., Xavier University; M.P., East Carolina University; Additional Graduate Study: Appalachian State University, Western Carolina University  |                          |
| LAFEVERS, MARGARET B.  | Learning Lab Coordinator |
| B.A., Averett College; Graduate Study: Western Carolina University, Appalachian State University   |                          |
| LECROY, BETTY  | Mathematics              |
| B.S., University of North Carolina at Charlotte; M.A.Ed., University of North Carolina at Charlotte; Additional Graduate Study: Western Carolina University, Appalachian State University, University of California at Berkley |                          |



MARANGOS, LAWRENCE . . . . . Foreign Languages  
B.A., University of Richmond; M.A., University of Missouri; Additional Graduate Study: Sorbonne (Paris), University of North Carolina at Chapel Hill, Appalachian State University, Western Carolina University

MARTIN, GEORGE . . . . . Automotive Mechanics  
Diploma, Nashville Automobile and Diesel College; Vocational Study: Motors Training Center, Charlotte; Academic Study: North Carolina State University, Western Carolina University

MATHESON, MARY EDNA . . . . . Business Manager  
B.S., University of North Carolina at Greensboro; M.Ed., University of North Carolina at Greensboro; Additional Graduate Study: Western Carolina University, Appalachian State University, North Carolina State University

MILLER, KAREN . . . . . Practical Nursing  
B.S., Lenoir Rhyne College; Graduate Studies; Appalachian State University, Western Carolina University, University of North Carolina at Greensboro

MONTGOMERY, JOHN . . . . . President, Emeritus  
B.A., University of South Carolina; M.A., University of South Carolina

MOORE, DONALD . . . . . Art  
B.F.A., University of Alabama; M.A., University of Alabama; Additional Graduate Study: University of Georgia, Art Student's League of New York

MYERS, THOMAS V. . . . . Physical Education  
B.S., Appalachian State University; M.A., Appalachian State University; Additional Graduate Study: Western Carolina University

PICKETT, DORIS . . . . . Social Science  
B.A., Jacksonville State University; M.S., Jacksonville State University; Ed.S., Peabody College for Teachers; Ed.D., University of Sarasota

PICKETT, JOSEPH . . . . . Social Science  
B.A., Ohio State University; M.S., Jacksonville State University; Ed.S., Peabody College for Teachers; Ed.D., University of Sarasota; Additional Study: United States Army Command and General Staff College

POINDEXTER, CHARLES C. . . . . President  
B.S., Western Carolina University; M.Ed., University of North Carolina at Chapel Hill; Ph.D., University of North Carolina at Chapel Hill; Additional Study: Harvard, Western Carolina University

ROBBINS, DONALD B. . . . . Dean of Instruction  
B.S., Florida State University; M.Ed., North Carolina State University; Additional Graduate Study: North Carolina State University

ROBERTSON, BERNARD . . . . . Recruiter  
A.A., Mitchell College; B.S., Catawba College

SALLEE, STEPHEN . . . . . Biology  
B.S., University of Oklahoma; M.N.S., University of Oklahoma; Additional Graduate Study: Wake Forest University, Kansas State University, Western Carolina University, Appalachian State University

SHERRILL, BETTY . . . . . Executive Secretarial  
B.S., Western Carolina University; M.A., Appalachian State University; Additional Graduate Study: Duke University, Western Carolina University, Appalachian State University

SHERRILL, ROBERT . . . . . Drafting  
B.S., Appalachian State University

SHOEMAKER, DONALD L. . . . . Administrative Assistant  
B.S., Western Carolina University; M.A., Western Carolina University; Additional Graduate Study: Western Carolina University, Appalachian State University

SHOEMAKER, MARTHA A. . . . . English  
B.S., Western Carolina University; M.A., Western Carolina University; Additional Graduate Study: Western Carolina University, Appalachian State University

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|--|---|
| SLOAN, DENNIS . . . . .  | Accounting<br>Chairman, Division of Business            |
| B.A., Lenoir Rhyne; M.A., Appalachian State University; Additional Graduate Study; Appalachian State University, Duke University, North Carolina State University, IBM Educational Center, Western Carolina University |   |
| SMITH, CLARENCE . . . . .  | Veterans Service Officer                                |
| B.S., North Carolina A & T State University; M.S., North Carolina A & T State University   |   |
| SPEIGHT, MARY . . . . .  | Music   |
| B.M., University of North Carolina at Greensboro; M.M., University of North Carolina at Greensboro; Additional Studies with Elaine Richey  |   |
| SPIPKER, STEPHANIE . . . . .   | Financial Aid Officer                                   |
| A.A., Kishwaukee Community College; B.S., Colorado State University; M.A., Western Carolina University.  |   |
| STAMPER, LINDA . . . . .   | Business Administration                                 |
| A.A., Mitchell College; B.A., Catawba College  |   |
| STORIE, JAMES M. . . . .   | Director of Admissions                                  |
| B.S., Appalachian State University; M.A., Appalachian State University; Additional Graduate Study: University of North Carolina at Chapel Hill, Denver University  |   |
| STRADLEY, OSCAR . . . . .  | Social Science<br>Chairman, Division of Social Sciences |
| B.S., Appalachian State University; M.S., Appalachian State University; Additional Graduate Study: Duke University   |   |
| SULLIVAN, CHARLES . . . . .  | Visiting Artist   |
| B.A., Belmont Abbey College; M.F.A., University of North Carolina at Greensboro  |   |
| TRAVIS, PHYLLIS . . . . .  | Registrar   |
| Academic Study: Statesville Business College, Mitchell Community College   |   |
| TURBEVILLE, DARLENE . . . . .  | Graphics Assistant                                      |
| Academic Study: Mitchell Community College   |   |
| WIKE, PATTY . . . . .  | Industrial Management                                   |
| B.S.B.A., East Carolina University; M.B.A., East Carolina University   |   |
| YOUNT, DAN . . . . .   | Reading   |
| A.B., Lenoir Rhyne College; M.A., Appalachian State University; C.A.S., Appalachian State University   |   |





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Up-Date for the

MITCHELL  
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CATALOG

PART II  
1978-79

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The 1980-81 Mitchell Community College Catalog, Part I has been published. Since corrections to Part II of the 1978-79 Catalog are minimal, these insert sheets have been prepared in lieu of printing a new book. Please update your copy of the 1978-79 Catalog, Part II by using these sheets.

Add to Air Conditioning and Refrigeration Course Descriptions, page 13.

AHR 1005      BASIC AIR CONDITIONING AND REFRIGERATION      7 (3-0-12)  
                 SERVICE AND MAINTENANCE

This course will be a basic introduction to the principles of refrigeration and air conditioning which will include but not be limited to terminology, care and use of tools and equipment and the identification and function of component parts. Heavy emphasis will be placed on practical work experience in the labs.

AHR 1011      THEORY AND PRINCIPLES OF REFRIGERATION      12 (5-0-21)  
                 AND SERVICING

An introduction to the principles of refrigeration — commercial and domestic, its terminology, the use and care of special tools and trade equipment, and the identification and the function of the component parts of a refrigeration system. Basic topics to be covered will be laws of refrigeration; characteristics and comparison of the different refrigerant gases; the use and construction of valves, fittings, and basic control devices. Installation, operation, and servicing of commercial display cabinets, walk-in coolers and freezer units, and mobile refrigeration units are studies. Extensive use of manufacturer catalogs, service bulletins, and operational instruction will be made. All pertinent safety rules and regulations will be studied and put into practice. Fundamentals of other related subjects will be included, i.e. math for load calculation; physics for properties of solids, liquids, and gases; blueprint reading to enable one to properly install a particular unit; and electricity to facilitate the use of test and control mechanisms.

AHR 1012      THEORY AND PRINCIPLES OF HEATING SYSTEMS      12 (5-0-21)  
                 AND SERVICING

Work in this course will include all phases of heating units for winter environment control. Extensive time will be spent on the theory and principles of high pressure oil burners and gas-fired furnaces. Electric heat and solar heating systems will be studied and theories explained. Methods of heat transfer, storage, and distribution will be included. Effects and control of humidity as a comfort factor will be dealt with at great length. Electricity and its control over other operations such as fans, transformers, relays, ignition units, and thermostats will be covered at length. This course will give the student the necessary skills to be able to perform basic installation, servicing, and troubleshooting tasks on domestic, commercial, and industrial heating plants. Heat pumps are not included. They will be covered in AHR 1126.

AHR 1013      THEORY AND PRINCIPLES OF AIR CONDITIONING      12 (5-0-21)  
                 AND SERVICING

Work includes the selection of various components and systems to accomplish heating with heat pumps, air conditioning, air movement, air cleaning and dehumidification. Basic air conditioning fundamentals and laws will be covered. Modern methods of installation, maintenance, and system analysis will be covered in detail. Use is made of the psychrometric charts in determining the needs and problems of specific location. Mollier diagrams are used to determine proper and improper

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operating condition of compressors and other system components. Domestic and commercial air conditioning systems are disassembled, repaired, and reassembled. Frequent use is made of live projects both on and off campus to enlighten the students as to the many varied uses and applications of different systems. Auxiliary equipment is studied and worked on in the lab such as pumps, fan motors, cooling towers, and damper motors. Automotive air conditioning is discussed briefly and some shop practice is done on late models. An introduction to load calculation for air conditioning will also be included.

**AHR 1023     AIR CONDITIONING AND REFRIGERATION  
                 SERVICE MAINTENANCE**

**12 (5-0-21)**

This course is an introduction to the principles of refrigeration, terminology, the proper use and care of tools and equipment including the identification and function of system components. Other topics include basic laws of refrigeration, characteristics and construction of valves, fittings, and basic controls. Practical work is provided in tube bending, flaring and soldering as well as standard safety measures used in special refrigeration service equipment and handling of refrigerants. Students are acquainted with the basic fundamentals of installation, maintenance, and repair of machines through lab and demonstrations including use of measuring tools, leveling and accuracy. Layouts and sketches build on blueprint reading and math skills.

**Add to Automotive Course Descriptions, page 17.**

**AUT 1011     AUTO BODY REPAIR AND BASIC THEORY**

**12 (5-0-21)**

Presentation of basic principles of automobile construction, design, and manufacturing. An introduction to basic body repair hand tools and the safe use of these tools is provided. Simplified metal straightening and minor repairs are followed by practice in the use of power tools to straighten frames and panels. Basic welding skills in auto body repair are introduced and opportunities are provided to replace panels and fenders. The importance of effective fiber glass repair of automobiles is demonstrated and practice opportunities are provided in the lab.

**AUT 1012     AUTO BODY REPAIR AND APPLICATIONS I**

**12 (5-0-21)**

Instruction is provided in proper installation and alignment of hoods, deck lids, and doors as well as removing and replacing rear windows and windshields. Painting skills are introduced including preparation of a surface for paint, proper masking of a surface, painting materials and painting equipment. Correct techniques are introduced in spray painting with lacquer and acrylic enamel. Study of custom painting is introduced as is buffing and compounding as well as basics of estimating cost of repairs.

**AUT 1013     AUTO BODY REPAIR AND APPLICATIONS II**

**12 (5-0-21)**

Introduction of servicing techniques and new safety features is provided. Skills in metal introduced earlier are reviewed and expanded to include cutting sheet metal, shrinking of sheet metal, metal straightening and repairs II, panel replacement II, and welding. In addition, review of painting skills including paint matching and refinishing of enamel and lacquer II are provided. Instruction is provided in proper replacement and alignment of door glass, estimates II, and a general review of body shop applications including necessary electrical repairs expected as a part of auto body repair services.

**Add to Carpentry Course Descriptions, page 22.**

**CAR 1011     FUNDAMENTALS OF CARPENTRY**

**12 (5-0-21)**

This course is an introduction to the role of carpentry in the construction industry and present trends in carpentry. Lab experiences include proper use and care of carpenter's hand and power tools in cutting, shaping, and joining construction materials. Study will include properties of types of wood, common use, and basic site preparation for construction as well as development of skills in interpreting blueprints and specifications common to the building trades and review of the necessary computational skills.

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**CAR 1012 CARPENTRY: ESTIMATING, FRAMING, AND FINISHING** 12 (5-0-21)  
Basic instruction is provided in principles and practices of proper framing techniques including foundation, floors, walls, and roofing. Instruction in finishing includes methods and materials for cornices, window and door trim, flooring, moldings, and hardware. Instruction in estimating will include quantities of materials needed, cost of alternative types of materials, and additional instruction in computational skills as well as blueprint interpretation. Elementary wood finishing will be included.

**CAR 1013 CARPENTRY: MILLWORK AND CABINETMAKING** 12 (5-0-21)  
This course is an introduction to basic cabinetmaking and millwork as performed in general carpentry. Proper and safe use of shop tools is emphasized and practical design, layout, construction and finishing cabinets, built-ins as well as materials and finished interior trims. Instruction will continue in estimating and will provide information about coordination of carpentry activities with those of other contractors in a construction project as well as current building codes. Review of blueprint and computational skills are included.

**Add to Chemistry Course Descriptions, page 23.**

**CHM 101 INTRODUCTION TO FORENSIC CHEMISTRY** 5 (4-2-0)  
This course is designed to help the student understand the role of the scientist and crime laboratory in the criminal justice system. The student will be introduced to the theories and techniques of the forensic scientist. The role of proper recognition, collection, and preservation of physical evidence has in criminal investigation also is emphasized.

**CHM 102 AGRICULTURAL CHEMISTRY**

**CHM 103 INDUSTRIAL CHEMISTRY** 5 (4-2-0)  
Study of the physical and chemical properties of substances, chemical changes; elements, compounds, gases, chemical combinations; weights and measurements; theory of metals; acids, bases, salts, solvents, solutions, and emulsions. In addition, study of carbohydrates; electrochemistry, electrotypes, and electrolysis in their application of chemistry to industry.

**Add to Electricity Course Descriptions, page 32.**

**ELC 1005 A/C, D/C MACHINES AND CONTROLS** 7 (3-0-12)  
This course will be a basic introduction of the electrical structure of matter and electron theory with a fundamental approach to the concept and analysis of A/C and D/C machines and single system controls by hands-on experiences in the lab.

**ELC 1022 A/C, D/C MACHINES AND CONTROLS** 12 (5-0-21)  
Introduction to the basics of electrical structure of matter and electron theory, the relationship between voltage, current, and resistance in series, parallel, and series-parallel circuits. Direct current studies include circuits by Ohm's Law, Kirchoff's Law and the sources of direct current voltage potentials. Fundamental concepts of alternating current flow, reactance, impedance, phase angle, power and resonance as well as the analysis of alternating current circuits are introduced. Instruction in the use of electrical test instruments in power measurements, circuit analysis, testing transformers and motors is demonstrated and practiced as well as machine concepts and simple system controls including thermostats, timers, and sequencing switches. Instruction continues in math and blueprint skills necessary with emphasis on proper safety procedures.

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**Add to Mechanics Course Descriptions, page 40.**

- MEC 1011 MACHINE SHOP THEORY AND PRACTICE I 12 (5-0-21)**  
Introduction to basics of the metal-working trade as it relates to machining operations. Instruction is provided for proper operation of lathes, drilling machines, metal cutting saws, milling machines, and bench grinders. Lecture, demonstrations and lab experiences include shop safety, basic hand tools, and shop measuring instruments. Concurrent instruction is provided in math, basic principles of blueprint reading, and industrial safety.
- MEC 1012 MACHINE SHOP THEORY AND PRACTICE II 12 (5-0-21)**  
Properties of ferrous and non-ferrous metal are introduced as well as common shop terms used in treatment of metals. Instruction in the assembly of parts, fits, hand broaches, screw and tap extractors, set-up equipment, inspection tools, gauges, buffing and polishing, and surface grinders. Continuing instruction includes use of precision measuring tools, selection of speeds and feeds, proper use of saws, lathes, power drills, and milling machines as well as development of skills in math, blueprint reading, and shop safety.
- MEC 1013 MACHINE SHOP THEORY AND PRACTICE III 12 (5-0-21)**  
Continuing instruction, demonstration, and lab experiences are provided in using precision measuring tools, milling machines and surface grinders. Practice in setting up and operating machine tools including the selection and use of work holding devices, feeds and speeds, special heads and tables, cutting tools and coolants will be provided through advanced projects. Necessary information and practice emphasize math skills, blueprint reading, and metal properties and treatment as well as introduction to oxyacetylene welding. Safety and shop practices are emphasized.

**Add to Music Course Descriptions, page 41.**

- MUS 194 DICTION FOR SINGERS 3 (3-0-0)**  
A study of the International Phonetic Alphabet and its application to the pronunciation, transcription and singing of English, ecclesiastical Latin and Italian.
- MUS 195 FRENCH DICTION FOR SINGERS 3 (3-0-0)**  
A study of the International Phonetic Alphabet as it relates to the French language and special problems involved in singing this language.
- MUS 196 GERMAN DICTION FOR SINGERS 3 (3-0-0)**  
A study of the International Phonetic Alphabet as it relates to the German language and special problems involved in singing this language.

**Add to Power Mechanics Course Descriptions, page 49.**

- PME 1011 INTERNAL COMBUSTION ENGINES AND RELATED SYSTEMS 12 (5-0-21)**  
Development of a thorough knowledge and ability in using, maintaining, and storing the various hand tools and measuring devices needed in engine repair work. Study of the construction and operation of components of internal combustion engines. Testing of engine performance; servicing cooling systems; proper lubrication; and methods of testing, diagnosing and repairing. Development of ability to read and interpret blueprints, charts, instruction and service manuals, and wiring diagrams.
- PME 1012 ELECTRICAL, FUEL, AND POWER TRAIN SYSTEMS 12 (5-0-21)**  
A thorough study of the electrical and fuel systems of the automobile. Battery cranking mechanism, generator, accessories, and wiring; fuel pumps, carburetors, and fuel injectors. Characteristics of fuels, types of fuel systems, special tools, and testing equipment for the fuel and electrical system. A complete study of the principles and functions of automotive power train systems; clutches, transmission gears, torque converters, drive shaft assemblies, rear axles and differentials. Also the identification of troubles, servicing, and repair.

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**PME 1013      BRAKES, CHASSIS, SUSPENSION SYSTEMS AND AIR  
CONDITIONING, AUTOMOTIVE SERVICING      12 (5-0-21)**

This course is a complete study of various braking systems employed on automobiles and light weight trucks. Emphasis is placed on how they operate, proper adjustment and repair. Also, the servicing of parking brakes is emphasized. Principles and functions of the components of automotive chassis. Practical job instruction in adjusting and repairing of suspension systems. This course includes a general introduction to the principles of refrigeration; study of the assembly of the components and connections necessary in the mechanisms, the methods of operation, and control; proper handling of refrigerants in charging the system. Use of test equipment in diagnosing trouble, conducting efficiency tests and general maintenance and repair work.

**Add to Welding Course Descriptions, page 57.**

**WLD 1011      OXACETYLENE WELDING AND CUTTING      12 (5-0-21)**

Introduction to the history and basic equipment necessary for proper oxacetylene welding includes principles, nomenclature, and assembly of the units. Development of oxacetylene welding skills is encouraged through instruction demonstrations and lab experiences. These skills and procedure include puddling and carrying the puddle, running flat beads, butt welding in the flat, verticle, and overhead positions, brazing, hard and soft procedures. Emphasis is placed upon blueprint reading skills, computational skills and safety procedures.

**WLD 1012      ARC WELDING AND INERT GAS WELDING      12 (5-0-21)**

Instruction is provided for the proper operation of AC transformers and DC motor generator arc welding sets, lecture, demonstrations, and lab exercises are included to teach welding heats, polarities, and electrodes for use in joining various metal alloys by the arc welding process. Beads, butt and fillet welds in various positions are made and tested to determine quality and improve performance. Introduction and practical operations in the use of inert gas shield welding used by area industries includes lecture, demonstrations and lab exercises. Expansion of concepts in blueprint reading include trade drawings, use of welding symbols, and specifications as well as geometric principles applied to shop operations.

**WLD 1013      COMMERCIAL AND INDUSTRIAL PRACTICES      12 (5-0-21)**

Practice is provided in simulated industrial processes and techniques. This practice includes demonstration in sketching, pattern making, procedure descriptions and construction of projects. Study will include repair work, tests and inspections of work to acquaint students with certification standards. Emphasis is placed on attaining skill in producing quality welds. Instruction continues in blueprint work, computational skills, and proper safety standards.

**WLD 1021      MACHINE SHOP APPLICATION AND WELDING PRACTICES      12 (5-0-21)**

An introduction to the metal working trade as it relates to machine operations includes shop orientation, shop safety, basic hand tools, and shop measuring instruments. Basic operations include engine lathe, drilling machines, metal cutting saws, milling machines, and bench grinders. Basic oxyacetylene and arc welding processes are introduced in lecture, demonstration, and lab exercises. Instruction is provided in safety, blueprint reading and math as part of the course.

A new Part II Catalog will be printed next year. If you do not have a Part II Catalog, you can get one by contacting Student Personnel Services, Mitchell Community College, West Broad St., Statesville, N. C. 28677.

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